



DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION

501 Mariner Avenue
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K. ERIK SWANSON, Ph.D.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of

COMPTROLLER (DOE) (2.050)

ANNOUNCEMENT NO. HRD-048-2024

Open: May 9, 2024 **Close:** CONTINUOUS (UNTIL FILLED)

General Pay Plan (GPP)

OPEN: R-01; \$80,061.00 per annum – R-10 \$109,907.00 per annum
PROMOTION: R-01; \$80,061.00 per annum – R-18 \$141,108.00 per annum

Employment Type: Probationary/Permanent Full-Time Appointment
Division: **FINANCE & ADMINISTRATIVE SERVICES**

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

- (A) Five years of experience in professional accounting or closely related financial management work, two years of supervisory work that encompasses the development, coordination, and implementation of an integrated financial management system or the directing of auditing activities and/or activities of a complex accounting system, and graduation from a recognized college or university with a Bachelor's degree in accounting, finance or related field, including or supplemented by 24 semester credit hours in accounting and/or auditing subjects; or
- (B) Three years of experience in professional accounting or closely related financial management work, one year of supervisory work that encompasses the development, coordination, and implementation of an integrated financial management system or the directing of auditing activities and/or activities of a complex accounting system, and possession of a certificate as a Certified Public Accountant obtained through written examination in a state, territory, or the District of Columbia indicating the certificate number, date, place of issuance, and whether the certificate was obtained through written examination.

MINIMUM EDUCATION REQUIREMENT:

Applicants claiming education accomplishment, such as degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, "All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job."

NOTE: To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification..

NATURE OF WORK IN THIS CLASS:

Manages the financial resources program of the Department of Education.

ILLUSTRATIVE EXAMPLES OF WORK:

Exercises effective control over the financial resources of the department; directs financial programs to include accounting, payroll, procurement, property, and federal and/or non-appropriated funds.

Develops, coordinates, and maintains an integrated system of financial staff services involving professional accounting and internal auditing work, budgeting, and management-financial reporting.

Develops, coordinates, and executes a comprehensive program of financial policy and financial control which constitutes a major and integral component of the department's total management concept and practice; participates in the planning, development, and execution of the department's strategic and operational plans.

Coordinates and synthesizes financial and management data so as to interpret the composite financial results of operations to all levels of the department's management; reviews, analyzes, evaluates, and reports upon program accomplishments in financial terms.

Advises and assists the Director and other management officials of the department by supplying financial management advice required to make management decisions and establish or achieve organizational goals and objectives.

Prepares and justifies financial statements and other reports as necessary; prepares and justifies the department's annual operating budget.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of principles and practices of financial management.

Knowledge of the theory, principles, standards and practices of governmental accounting and auditing, including trends for future developments in accounting.

Knowledge of the legal requirements for the accounting of federal, appropriated, and non-appropriated funds.

Knowledge of the principles and practices of management or public administration, including trends in modern management concepts such as strategic planning and total quality management.

Knowledge of electronic data processing systems and applications.

Ability to communicate effectively.

Ability to establish and maintain effective working relationships with others.

Ability to administer financial resources programs.

Ability to develop, coordinate, and implement an integrated financial management accounting and reporting system.

Ability to evaluate program effectiveness and to develop and implement changes to effectuate improvements.

Ability to audit accounting reports and statements.

Ability to make work decisions in accordance with laws, rules, and regulations, and to interpret financial and management data for the effective control of financial resources.

Ability to prepare complex financial statements and reports.

EMPLOYMENT BENEFITS:

This is a permanent, full-time position with the Finance & Administrative Services. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status & protection. Benefits include enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay periods per year.

APPLICATION SUBMISSION AND DEADLINE:

Employment applications may be obtained from our website <https://www.gdoe.net/District/Department/14-Human-Resources-Division/1750-Forms.html> or in office, located at Building-B, 501 Mariner Avenue, Barrigada. Interested applicants must submit a completed "Employment Application" form to the DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline. Applications with supporting documents will be accepted up until **the position is filled** at the Human Resources Division Office (or via email) between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time, Monday through Friday, except holidays. Please note that there are two types of DOE job applications - one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

FAIR CHANCES HIRING PROCESS ACT (FCHPA):

This is a **COVERED** position. Please complete an FCHPA Covered Position Job Application. For covered positions, employers must follow the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. **Under this job announcement, do not submit a police and/or court clearance report or answer questions regarding any criminal convictions until you have been offered a job. If you choose to submit these documents or answer any criminal history questions at the time of application, you do so voluntarily.**

FOR ADDITIONAL INFORMATION: Please refer to the **Employment Application General Instructions and Important Information Sheets**, call 475-0496, and/or email humanresources@gdoe.net.



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