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# ANNOUNCEMENT

**OPEN AND PROMOTIONAL EXAMINATION FOR THE FOLLOWING CLASS TO ESTABLISH A LIST OF ELIGIBLES (SUBJECT TO THE AVAILABILITY OF FUNDS):**

<u>Code No./Position Title</u>	Announcement No.: 133-10
2.321 ACCOUNTING TECHNICIAN II (Classified – Limited Term)	
<u>Salary Range</u>	
OPEN: I-1, \$21,389 – I-10, \$32,083 Per Annum	<b>Open Date: August 31, 2010</b>
PROM: I-1, \$21,389 – I-20, \$45,256 Per Annum	<b>Closing Date: September 14, 2010</b>
<b>(100% ARRA Funding through September 30, 2011 only and funded up to the amount authorized)</b>	

**\* PURSUANT TO TITLE 4 OF GUAM CODE ANNOTATED §4103(a):** "A person may be employed in the classified service contingent upon the availability of a grant, federal program or federal funds. An appointment in the classified service may be commensurate with the duration of a grant, federal grant, federal program or federal funds including renewals and extensions thereof."

**MINIMUM EXPERIENCE AND TRAINING:**

- A) One (1) year of bookkeeping work experience and graduation from high school, including or supplements by a two-semester course in bookkeeping; or
- B) Completion of a bookkeeping diploma program (48 quarter hours) from a recognized business college; or
- C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**QUALIFICATIONS REQUIRED:** Pursuant to Public Law 26-87, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

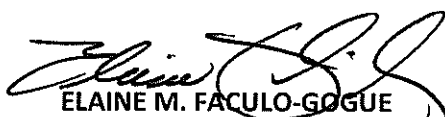
- 1. High School Diploma; or
- 2. A successful completion of General Education Development (GED) Test; or
- 3. Any equivalent of high school program, or a successful completion of certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

**NATURE OF WORK IN THIS CLASS:**

This position will support the increases in financial management activities related to higher enrollment and auxiliary operations. Student enrollment has reached a high of 3,550 in Fall 2009 semester and expected to continue to grow. Auxiliary units are also expected to grow as the University pursues new entrepreneurial activities as part of its academic, community, and research outreach. This is moderately complex bookkeeping work involved in the maintenance and summary of diversified accounts and bookkeeping records. Employees in this class may be in charge for the bookkeeping operation of a small department or agency and/or may supervise a small staff of lower level technicians or clerks.

**MINIMUM KNOWLEDGE ABILITIES AND SKILLS:**

Knowledge of bookkeeping principles and practices. Ability to make arithmetic computation with speed and accuracy. Ability to learn and apply to learn and apply Colleague accounting. Ability to supervise the work of others may be required for certain assignments. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skills in the operation of calculations and similar office equipment.

  
**ELAINE M. FACULO-GOGUE**  
 Chief Human Resources Officer, Acting

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER**

## ACCOUNTING TECHNICIAN II #133-10

**Illustrative Examples of Work:** (Any one position may not include all the duties listed nor do the examples cover all the duties which may be performed.) Maintains diversified subsidiary accounts and bookkeeping records; prepares journal vouchers to effect adjustments on the general ledgers; posts to the general ledges; reconciles records against the general ledgers or controlling accounts; prepares financial statements and fund status reports. Operates calculator and similar office equipment. May supervise lower level technicians and clerks. Performs related duties as required.

### **Education:**

Applicants claiming degrees or credit hours are required to provide a copy of their transcripts, high school diploma or GED certification.

### **Veterans/ Disability Preference:**

Applicants claiming veteran's preference points are required to provide a copy of the DD-214 (Military Discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration. Applicants claiming disability preference should submit a Government of Guam Certification, Certified by the Director of Public Health and Social Services.

### **Work Eligibility:**

Submission of completed job applications authorizes the University of Guam to seek and obtain regarding the applicant's suitability for employment. All factors which are job related may be investigated (e.g. previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

If applicable, the applicant is subject to **E-Verify** Rules.

### **Police and Court Clearance:**

If selected for the position, you must submit a recent police and court (Superior Court of Guam) clearance of no more than three (3) months old from the notification of selection as a condition of employment. Off-island applicants must obtain clearances from their last place of residence. The cost of the clearance is the applicant's responsibility.

### **How to Apply:**

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located in the Administration Building, between 8:00a.m. to 5:00p.m., Monday through Friday except weekends and holidays. Applications may be obtained from this office, or the HR website: <http://www.uoghro.com>. Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please call 735-2350/1/2 or 735-2355.

### **The University of Guam is an Equal Opportunity Employer and Provider:**

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the American with Disabilities Act. For Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Institutional Compliance Officer, Ms. Elaine M. Faculo-Gogue, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).