

August 29, 2024

**AMENDMENT TO THE FOLLOWING OPEN JOB ANNOUNCEMENT**

**ACCOUNTANT II**

**Announcement No. 24-044**

**Date posted: August 26, 2024**

**Closing Date: September 6, 2024**

**Amended to remove Valid Guam driver's license from the Qualifications and Requirements.**

You may visit <https://www.guamvisitorsbureau.com/news/employment-announcements> or email [jobs@visitguam.org](mailto:jobs@visitguam.org) for more information.



**CARL T.C. GUTIERREZ  
PRESIDENT & CEO  
GUAM VISITORS BUREAU**



**AMENDED  
OPEN JOB ANNOUNCEMENT**

Position Title		Announcement Number
Accountant II		24-044
<b>Applications will be accepted for the period:</b>		
Date Open:		August 26, 2024
Date Close:		September 6, 2024
<b>Salary</b>		
<b>Minimum</b>	<b>Grade</b>	<b>Annual</b>
	M - 2 - A	\$65,749

**Reports to:** Controller

**Summary:** This position provides technical accounting support to the Controller.

**Who Can Apply**

Open to all government of Guam employees and the public.

**Qualifications/Requirements:**

- Two-year experience as an Accountant I and graduation from a recognized college or university with a Bachelor’s degree in accounting or closely-related field; or
- One year of experience as an Accountant I 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; or
- Three years of experience as an Accountant I and graduation from a recognized college or university with an Associate’s degree in accounting or related field, including or supplemented by 24 semester hours of accounting/auditing subjects.

**Essential Functions:**

This is complex bookkeeping and financial reporting work involving government funds. Employees in this class maintain complete sets of books and financial records and prepare specialized reports requiring the interpretation of complex reporting requirements and guidelines; or have responsibility for the supervision of the maintenance of diversified sets of accounts and bookkeeping records in a central accounting office.

- Assist in processing payroll and accounts payable in a timely manner.
- Assist in the orderly accounting filing system.
- Assist in the preparation of the statement of activities and statement of change in net position.
- Assist in various accounts reconciliation and month-end, year-end closing of books.
- Assist in reconciliation of budget vs actual and communicate to respective programs.
- Maintains complete sets of bookkeeping records; prepares fund status and financial reports.
- Supervises the maintenance of diversified sets of accounts and bookkeeping records.
- Operates calculators and similar equipment.
- May prepare budget requests for the unit, agency, or program.
- Performs related duties as required.

**Knowledge, Skills & Abilities:**

- Knowledge of bookkeeping principles and practices.
- Ability to make arithmetic computations.
- Ability to learn and apply basic accounting.
- Ability to interpret and apply complex funding requirements and guidelines.
- Ability to supervise the work of others may be required for certain positions.
- Ability to work effectively, orally and in writing.
- Ability to maintain records and prepare reports.
- Skill in the operation of calculators and similar office equipment.

**Key Competencies:**

1. Technical capacity
2. Knowledge of basic accounting terms
3. Personal effectiveness/credibility
4. Thoroughness
5. Collaboration skills
6. Communication proficiency/clear and concise
7. Flexibility
8. Organizational knowledge

**Supervisory Responsibility:**

This position may have supervisory responsibilities as directed by management.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

**Physical Demands:**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand as necessary.

**Other Duties:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Minimum Educational Requirements**

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved.

**Work Eligibility**

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.

**Documentation Requirements**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government-recognized accrediting agency. This applies to all new employment after October 1, 2008, pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional Information. If you have any questions, please contact the Guam Visitors Bureau at 671-646-5278/1498.

**Suitability Determination Form**

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed, and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if



anything occurs that warrants updating your responses on your Suitability Form after you have submitted your application.

#### **Prohibition Pursuant to P.L. 28-98**

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

#### **Interviewing Procedures**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

#### **Drug Screening**

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP), failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

#### **Police & Court Clearances Requirements**

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer and pass the drug test you will be notified of your start date.

**Interested internal and external applicants may pick up and/or submit a GVB job application at/to the GVB main office, 401 Pale San Vitores Road, Tumon, Guam 96913 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except designated holidays. Applications will be available online at the GVB website. For further or additional information please call the GVB office at 1 (671) 646-5278/1498. GVB requires pre-employment drug testing.**

**GVB is an Equal Opportunity Employer and a Drug-Free Workplace.**

**Carl T.C. Gutierrez  
President & CEO**