

GUAM WATERWORKS AUTHORITY

PERSONNEL SERVICES DIVISION
220-B Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913
Phone: (671) 300-6073-6 Fax: (671) 300-6896

JOB ANNOUNCEMENT
(Open-Competitive)

Guam Waterworks Authority is accepting applications to establish a list:

Position Title: UTILITY GENERAL ACCOUNTING SUPERVISOR (GWA)	Announcement Number: EOE-019-2018
Pay Grade/Step: MINIMUM: N3B, \$80,682.00 PER ANNUM MAXIMUM: N4B, \$83,958.00 PER ANNUM	Open Date: February 23, 2018 Closing Date: Continuous

MINIMUM QUALIFICATIONS:

- A. Four years of experience as an Accountant III or equivalent work and graduation from a recognized college or university with a Bachelor's degree in accounting, including or supplemented by 24 semester credit hours of accounting/auditing subjects; or
- B. Three years of experience as an Accountant III or equivalent work and possession of a certificate as a Certified Public Accountant obtained through written examination in a state, territory or District of Columbia indicating the certificate number, date, place of issuance, and whether the certificate was obtained through written examination; or
- C. Five years of experience as an Accountant III or equivalent work and graduation from a recognized college or university with an Associate's degree in Accounting, including or supplemented by 24 semester credit hours of accounting/auditing subjects.

NATURE OF WORK IN THIS CLASS:

- This is complex supervisory and professional water and wastewater utility accounting and fiscal management work.
- Employees in this class serve as agency water and wastewater utility accounting and fiscal supervisor responsible for accounting, and related fiscal functions; or assists agency in directing the operations of an accounting department of a water and wastewater utility.
- Oversees the daily operations of the accounting department.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

- Supervises the accounting and related day-to-day fiscal activities of the water and wastewater utility.
- Reviews, analyzes and interprets financial reports and statements; determines the adequacy of internal controls and accounting procedures; develops and implements new accounting techniques and establishes or modifies existing systems and procedures to provide management with data necessary for policy and program planning.
- Participates in policy and program planning; provides advice and assistance in preparation and development of the Utility's annual budget in regard to projected costs and revenues, water and wastewater trends, water and wastewater revenue and expenditure projections, and possible funding problems and solutions consistent with best practices in accordance with the National Association of Regulatory Utility Commissioners (NARUC), U.S. Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board (GASB); Office of Management & Budget (OMB) standards and practices as well as other local/state and federal regulatory requirements.
- Establishes procedures and guidelines and makes recommendations for accounting operations including but not limited to System Development Charges, Sewer connection and other amortization programs for service billings and collection activities and other related water and wastewater fiscal functions.
- Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of U.S. Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), Office of Management & Budget (OMB) standards and practices as well as other local/state and federal regulatory requirements.
- Knowledge of the principles and practices of management.
- Advance computer skills in modern applications, accounting software and databases specific to water and wastewater utility operations, equipment and water and wastewater utility accounting systems.
- Ability to supervise accounting, budget and related water and wastewater utility fiscal functions.

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- Ability to make decisions in accordance with program guidelines and requirements.
- Ability to interpret and apply pertinent laws, rules and regulations and other guidelines, specifically National Association of Regulatory Utility Commissioners (NARUC).
- Ability to analyze and interpret water and wastewater fiscal and ratemaking data and give advice regarding projected costs, reasonable program levels, water and wastewater trends, water and wastewater revenue and expenditure estimates, and possible funding problems and solutions.
- Ability to design complex accounting systems and prepare complex financial statements and reports.
- Ability to work effectively with Internal and external.
- Ability to communicate effectively, orally and in writing.

WORK ELIGIBILITY

Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

EDUCATION: Pursuant to Public Law 29-113, Section 3 Subsection (c) of §4101, Article 1, Chapter 4 of Title 4, Guam Code Annotated, is hereby repealed and reenacted to read: "(c) 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 education 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."

Applicants claiming degrees or credit hours are required to provide a copy of their college transcript.

DRUG SCREENING:

Applicants conditionally selected for this position shall undergo and pass a urinary screen for illegal drugs pursuant to GWA's Drug-Free Workplace Program policy prior to receiving a Final Offer of Employment. Applicants who violate the requirements of the Drug Free Workplace Policy or refuse to take the mandatory drug test will be disqualified and any offer of the employment will be rescinded.

PROHIBITION: Pursuant to Public Law No. 28-98: "No person convicted of a sex offense under the provisions 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".

PREFERENCE POINTS:

Veterans Preference: Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military Discharge form). Those claiming Veteran's Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

Disability Preference: Applicants claiming disability preference must obtain a form from this office and submit it with the required certification signatures.

DOCUMENTATION REQUIRED: Your selection will be **conditional** pending the submission of a recent valid police and court clearance, and taking and passing a drug test. The Human Resources department will advise you of these requirements once you have been conditionally selected. You will have five (5) business days from the date of your Notice of Conditional Employment to submit the mandatory police and court clearances that are not older than thirty (30) calendar days from the date of your notice. The cost to obtain 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 above criteria. If you do not have any convictions or conditions that would warrant rescinding the job offer, and you pass the drug test, you may be notified of your start date.

HOW AND WHERE TO APPLY:

Applicants must submit an original, signed Application for Employment form to the Human Resources Division-Personnel Services Section, Gloria B. Nelson Public Service Building, 688 Route 15, Mangilao, Guam 96913 (2nd Floor) by closing date. For more information call the Personnel Office at 300-6073-6. Our Web site is www.guamwaterworks.org to view the job announcement and to download the employment application.


Miguel C. Bordallo, P.E.
GENERAL MANAGER 

"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"