



# CONSOLIDATED COMMISSION ON UTILITIES

Guam Power Authority • Guam Waterworks Authority  
P.O. BOX 2977 • Agana, Guam 96932

## JOB ANNOUNCEMENT

The Consolidated Commission on Utilities is soliciting for qualified individuals for the position of:

<b>Position Title:</b> <b>Chief Financial Officer</b> (Unclassified)	<b>Announcement Number:</b> EOE 020-2019
<b>SALARY:</b> Minimum: R2-B \$129,762 per annum Maximum: R3-B \$135,031 per annum	<b>Open Date:</b> February 5, 2019 <b>Closing Date:</b> Continuous

### MINIMUM QUALIFICATION REQUIREMENTS:

Possession of a certificate as a Certified Public Accountant obtained through written examination in a state or territory or the District of Columbia indicating the certificate number, date, place of issuance; AND

At least 10 years of progressively responsible professional experience in financial management, financial analysis, accounting, auditing, budgeting, forecasting, treasury and investment management, debt issuance, rate making and management in a municipal, local, or other governmental entity and eight (8) years of supervisory and management experience over a related major division or organization. Minimum primary involvement in 2 tax exempt Bond issuance in excess of \$10 million, and in 2 Rate making presentation to PUC or equal body for approval preferred, this includes working with investment banks, bond counsel, rating agencies and other service providers.; AND

Graduation from accredited college or university in accounting, finance, business administration, CPA or a closely related field.

### JOB OVERVIEW:

The Chief Financial Officer (CFO) position reports directly to the General Manager (GM), the CFO will enhance the utility's affordability, financing and investment strategies. The CFO is subject to the supervision of the Consolidated Commission on Utilities (CCU) Board in administering the Authority's accounting and fiscal functions and, with the GM, in developing and recommending policies and strategies to the CCU regarding the financial affairs of the Authority.

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The CFO is an essential business partner and counselor to the GM and executive team that contributes to and evaluates ideas and initiatives designed to advance Guam Waterworks Authority's (GWA) mission and the interests of the utility's rate payers. The CFO is responsible for the organization, planning development and coordination of administrative supervision of GWA's financial resources. The position ensures that GWA secures and maintains cost-effective financing for capital projects, oversees the development and maintenance of strong, transparent financial reporting systems and controls, ensures the development and adherence to strong, balanced financial policies, provides financial data and analyses in accordance with the accepted utilities accounting principles and practices, i.e. National Association of Regulatory Utility Commission (NARUC) that allow for informed and responsible decision-making and oversight.

The CFO is the utility's lead financial representative and interacts regularly with Bond Rating Agencies and regulatory matters involving the Public Utilities Commission (PUC) and the United States Environmental Protection Agency (USEPA). In addition, this position is also responsible for the accuracy, integrity, and quality of GWA's official annual financial statements for all activity.

#### **ILLUSTRATIVE EXAMPLES OF WORK:**

The following duties are illustrative of which the CFO is responsible either directly or through the delegation of subordinates, as appropriate:

1. Serves as the financial advisor to the General Manager (GM) and the CCU participating in decision-making and strategic planning sessions with other GWA management officials and makes suggestions and recommendations which effectively contribute to the decision and/or policy making process.
2. Monitors the financial interests of the Authority and make recommendations to the CCU via the General Manager for the investment of funds, setting of rates and the sale of bonds; conduct special financial analysis in cooperation with the Authority's financial consultants.
3. Plan, organize, staff, direct and coordinate all accounting activities of the Authority including establishing and maintaining accounting policies and practices and the conduct or work in the manner consistent with the CCU Board and the Authority's enabling act.
4. Maintain, monitor and update the Authority's rate setting model to ensure proper allocation of costs and the appropriate setting of rates to ensure cost recovery. Rate setting must be in accordance with statutory provisions and ensure adequate reimbursement levels.
5. Provides for the proper and timely billing of rate payers for water and wastewater services, the proper maintenance of accounts receivable and the collection of all revenue due to the Authority in protection of the Authority's credit standing and other interests.
6. Responsible for administering, planning, and overseeing the tax-exempt bond issuance and presentation process to the CCU, PUC or equal body for approval, including working with investment banks, bond counsel, rating agencies and other serve providers.
7. Coordinate the assembly and presentation of the Authority's annual budget in a form suitable for the review of the GM and the CCU, review budget performance on a monthly basis with the GM to determine any shortfall or surpluses, and review budget performance with division managers to ensure fiscal accountability and responsibility.
8. Establish and apply proper and timely accounting procedures for services and supplies used by the Authority in the provision of water and wastewater services, ensuring accounting of charges and credits to proper object codes in accordance with the established NARUC chart of accounts.
9. Prepares complex financial and budget reports and special reports as requested by the GM and/or CCU supervising and interpreting results, including cost of service studies.
10. Develops, reports, and analyzes the Authority's cash flow trends, cash forecasts, revenue projections, expenditure patterns and estimates and other similar accounting data.
11. Provide support and guidance to the GM for asset management and decision-making analyses that inform investment decisions, including economic analysis.
12. Participate as a member of GWA's executive team, collaborating on the utility's planning, policies, procedures, conformance, compliance and culture building.
13. Conducts internal reviews of the Authority's accounting and fiscal activities to ensure compliance with established policies and procedures and regulatory guidelines.

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14. Provides for an audit of the payment of vendors and contractors' invoices for services and supplies rendered in a manner designed to protect the Authority's credit standings and ensure the steady flow of necessary supplies and materials.
15. Coordinate with the firm of independent public accountants retained by the CCU in conducting the annual audit of the Authority.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to apply pertinent Territorial and Federal laws, rules and regulations as applicable to programs and operations of GWA's finance and administration functions.
- Advanced knowledge of principles and practices of public utility budgeting and reporting.
- Principles, laws, and regulations governing the investment and management of public funds.
- Understand, interpret, explain, apply and adhere to GWA personnel rules, policies and labor contract provisions governing assigned areas of responsibility with the ability to exercise independent judgment within general policy guidelines
- Understand governmental accounting and internal controls, cash/investment management and regulations, administrative services, and risk and safety guidelines.
- Prepare a variety of routine to complex materials related to finance and administration functions for use by interested stakeholders such as the CCU, General Manager, PUC, customers, and GWA staff.
- Analyze and make sound recommendations on complex management and administrative issues.
- Make effective and engaging oral presentations clearly, logically and persuasively.
- Utilize exceptional customer service and communication skills both verbally and in writing, with the ability to cultivate professional business partnerships and inspire team collaboration.
- Think creatively and seek alternative solutions in order to produce results that benefit the GWA, its internal and external customers, while clearly articulating options to management and policy makers.
- Ability to lead and inspire staff to function at a high level in accomplishing GWA objectives.
- Understand principles of supervision and management to promote development of high performing staff and provide overall guidance to supervisors in the annual performance evaluation process.
- Use computer software applications related to the field of work.

**COMPANY PROFILE:** The Guam Waterworks Authority is a Guam Public Corporation governed by the Consolidated Commission on Utilities (CCU). The Consolidated Commission on Utilities is an elected board consisting of five (5) members. The General Manager reports to the CCU.

The Guam Waterworks Authority is comprised of approximately 364 employees. The company has a yearly gross water consumption of 6.7 billion and gross wastewater flow of 4 billion per year. The agency services an average of 40,000 water customers, 29,000 wastewater customers and collects over \$110M in revenues annually.

**HOW TO APPLY:** Please fax or email employment application, resume, official college or university degree transcripts, CPA certificate and references to the GUAM WATERWORKS AUTHORITY, Human Resources Division, 578 N. Marine Corps Drive, Tamuning, Guam 96913.

Our office hours: 8:00 a.m. through 5:00 p.m., Monday through Friday, Fax (671) 646-2335, email: [zinac@guamwaterworks.org](mailto:zinac@guamwaterworks.org). Please Visit our web site at [www.guamwaterworks.org](http://www.guamwaterworks.org) to view the CFO job announcement and to download the employment application. Guam Waterworks is an Equal Opportunity Employer.

**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 position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**



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**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 verified 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.



JOSEPH T. DUENAS  
Chairman, Consolidated Commission on Utilities