



GUAM WATERWORKS AUTHORITY

**JOB ANNOUNCEMENT
(IN-HOUSE)**

TO ESTABLISH A LIST FOR THE POSITION OF:

POSITION TITLE				ANNOUNCEMENT NUMBER	
ACCOUNTANT III				24-025	
SALARY				APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:	
MINIMUM:	L7-B	\$36.00	PER HOUR	DATE OPEN:	APRIL 22, 2024
		\$74,840.00	PER ANNUM		
MAXIMUM:	L8-B	\$37.46	PER HOUR	DATE CLOSED:	MAY 06, 2024
		\$77,910.00	PER ANNUM		

WHO CAN APPLY:

Only permanent government of Guam employees from the **Guam Waterworks Authority (GWA)** can apply. The General Manager has identified this position as a career development opportunity for **GWA** employees pursuant to rule 4.A.1.1.(a) of Public Law 28-159.

HOW AND WHERE TO APPLY:

Submit GWA Employment Applications to the GWA Personnel Services Division – Human Resources Office, #205 (2nd Floor) in the Gloria B. Nelson Public Service Building between 8:00 am - 5:00 pm, Monday through Friday. Applicants are encouraged to submit electronically to hrjobs@guamwaterworks.org. **All applications received via electronic mail or fax, must be submitted by 11:59 pm (Guam time) on the closing date of the job announcement.** For more information, call the Human Resources Office at (671)300-6076/6852/6899 or visit our website at www.guamwaterworks.org.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two (2) years of experience as an Accountant II or equivalent work, including the preparation of formal financial statements under an automated accounting system and graduation from a recognized college or university with a Bachelor's degree in accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects; **or**
- B) Two (2) years of experience as an Accountant II or equivalent work, including the preparation of formal financial statements under an automated 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.
- C) Three (3) years of experience as an Accountant II 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.

NATURE OF WORK IN THIS CLASS:

This is a complex supervisory and professional accounting work involved in the preparation and analysis of financial statements for a complex governmental centralized accounting function. Employees in this class perform the full range of specialized professional work and supervise professional staff.

ILLUSTRATIVE EXAMPLES OF WORK:

(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises the formal preparation of financial statements and reports for General Funds or related funds as needed; analyzes various financial information of a wide variety for appropriate recommendations. Supervises the preparation of receipts and disbursement schedules, expenditures against budget schedules and appropriation summaries; reconciles cost balances. Evaluates a variety of financial reports for internal consistency and validity such as BACIS Batch Input Transaction Report, Detail by Program Report, Budget Overdrawn Report, Vendor Code and other automated outputs. Supervises the installation of special accounting systems and related procedures in establishment which cannot use standardized system. Analyzes the financial aspect relationship of cost to the major accounting structures such as codification of accounts, different appropriation accounts and budgetary elements; analyzes cash collections received on a daily basis; controls to assure sufficient cash flow of current payables; evaluates the effect of deficits. Analyzes trend projection for top management review pertaining to cash flow status.

ACCOUNTANT III (24-025)

and projection. Evaluates or recommends fiscal policy that should be followed such as tight policy or balanced budget. Invests cash accounts with the concurrence of top management review within the cognizance of legislative constraints. Prepares various administrative reports and correspondences. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the theory, principles, and practices of accounting including governmental, cost, and/or plan utility accounting. Knowledge of the principles and practices of management. Knowledge of electronic data programming, equipment and system analysis. Ability to review or interpret administrative policies, procedures and practices. Ability to utilize the capability of an automated accounting system. Ability to prepare formal financial statements, reports, and balance sheet. Ability to analyze accounting relationships in order to assess deficit, cash flow, cause-effect for projection of governmental solvency. Ability to recommend and evaluate fiscal policies for a uniform governmental action. Ability to supervise the work of others. Ability to supervise the review for internal consistency and validity of BACIS Batch Input Transaction Report, Detail by Program Report, of Budget Overdrawn Report. Ability to understand and apply the various principles, practices, and procedures of the budgeting and accounting information system. Ability to communicate effectively orally and in writing.

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".

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.

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.

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 a certification program, from a recognized, accredited or certified vocational-technical institution, in the specialized field required for the job." Applicants claiming degrees or credit hours are required to provide a copy of their college transcript. All new employees (meaning not a current government of Guam employee, to include re-employment/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.

DRUG SCREENING:

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

EMPLOYMENT MEDICAL EXAMINATION:

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the essential duties of the position being hired for.

PREFERENCE POINTS:

Applicants claiming veteran's preference are required to provide a copy of their DD-214, Member 4 Form. Applicant's claiming a disabled veterans are required to provide a copy of a letter from the U.S. Veterans Administration.

ELIGIBLE RATING:

After receiving an eligible rating, your chances for an interview depend on (1) the number of available vacancies; (2) whether your rating score is high enough to be certified (see CERTIFICATION FOR INTERVIEW); (3) whether or not a registered Enhanced Placement Program (EEP) eligible, Priority

ACCOUNTANT III (24-025)

Placement Program (PPP) eligible, or a Bonafide preferential hire is on the same eligibility list as you. For these reasons we cannot give definite information about how soon you might be contacted for an interview.

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.

EXPIRATION OF ELIGIBLE RATING:

Your eligible rating score expires after one (1) year your score is established, which is indicated on your Notice of Rating. If you applied under a continuous job announcement and the job announcement has yet to close, you may update your rating score by submitting a new employment application form. For closed job announcements, you may update your rating by reapplying and repeating the application process when the position is re-announced. If your rating score expires under a closed job announcement, you can only be eligible again by reapplying and repeating the application process when the position is re-announced. In general, though, you are encouraged to apply for any and all job announcements that you feel you qualify for, and are eligible to apply for. (Please note, that depending upon the needs of a particular department, positions may be announced with Selective Certifications, aka Selective Factors (SF) requirements which may affect your eligibility for a position, under a particular job announcement).

CERTIFICATION FOR INTERVIEW:

For each vacancy, the top eight (8) applicants with the highest scores are scheduled for interviews (ten applicants for the laborer and custodial vacancies.) However, in the event of tie scores with the eighth eligible, all eligibles with the same score as the eighth eligible will be referred. When your name is reached, you will be notified by mail and/or telephone, and/or email to report for an interview. You may or may not be selected as a result of the interview. If you are not selected, your name will be placed back on the eligible list for consideration in filling future vacancies until your score expires.



Christopher M. Budasi, Acting
GENERAL MANAGER

“WE ARE AN EQUAL OPPORTUNITY EMPLOYER”