



NERISSA BREYANIA UNDERWOOD, Ph.D.  
Superintendent of Education

**GUAM DEPARTMENT OF EDUCATION  
PERSONNEL SERVICES DIVISION**

P.O. Box DE  
Hagatna, Guam 96932  
Tel: (671) 475-0496  
Fax: (671) 477-0698



ANTONETTE MUÑA SANTOS  
Assistant Administrator

October 22, 2009

**An Equal Opportunity Employer**

**ANNOUNCEMENT  
PSD-007-2010**

The Guam Department of Education wishes to announce **OPEN/COMPETITIVE and PROMOTIONAL EXAMINATION** for the following class of position to **ESTABLISH A LIST:**

**ACCOUNTANT I (2.330)**

**OPENING DATE:** October 22, 2009      **CLOSING DATE:** November 5, 2009

**SALARY:** Pay Grade **K**  
Open: Step 1-10, \$24,656.00 - \$36,984.00 Per Annum  
Promotional: Step 1-20, \$24,656.00 - \$52,170.00 Per Annum

**LOCATION:** FINANCIAL AFFAIRS

**MINIMUM EXPERIENCE AND TRAINING:**

- (A) 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 years of experience in professional accounting work or equivalent work and graduation from a recognized college of university with an Associate's degree in accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects.

**EDUCATION REQUIREMENT:**

Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 26-87, effective May 17, 2002, all future Government of Guam positions will require at the minimum, anyone of the following as a condition of eligibility for employment: (1) A High School Diploma; or (2) Successful completion of a General Education Development (GED) Test; or (3) Any equivalent completion of a certification program, from a recognized accredited or certified vocational technical institution in a specialized field required for the job.

**NOTE:** Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

**PROHIBITION: Pursuant to P.L. 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."

**NATURE OF WORK IN THIS CLASS:**

This is routine professional accounting work.

Employees in this class perform routine professional accounting duties independently after initial training and work under closer supervision on more complex developmental assignments. Supervision may be exercised over subordinate accounting technicians and clerks.

**ILLUSTRATIVE EXAMPLES OF WORK:** *(These examples do not list all the duties which may be performed; any one position may not include all the duties listed.)*

Maintains controlling ledgers; reviews and analyzes financial accounting transactions and documents for accuracy and propriety; prepares summaries, analyses, reports and financial statements; advises management concerning financial problem areas.

Participates in the installation and modification of accounting systems to meet the needs of the department/agency or to conform with mandated requirements.

Participates in the internal audit of financial records.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices of accounting.

Knowledge of the basic principles and practices of automatic data processing.

Ability to learn, interpret and apply pertinent laws, rules and regulations governing the accounting operation of the department/agency.

Ability to analyze and interpret accounting data and make recommendations concerning current financial problems.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to maintain financial records and prepare financial reports.

Ability to supervise the work of accounting technicians and clerks may be required.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

**EXAMINATION REQUIREMENTS:**

A Written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

**WORK ELIGIBILITY INFORMATION:**

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All 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 with the Guam Department of Education, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- Certified Birth Certificate
- U.S. Passport
- Naturalization Card
- "Green Card" (For Immigrants)
- Government of Guam I.D. Card
- Original Social Security Card (not laminated)
- Other proof of work eligibility

**PRE-EMPLOYMENT TUBERCULOSIS TESTING:**

All applicants accepting employment with the Guam Department of Education are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

**PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:**

All applicants accepting employment with the Guam Department of Education must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

**DRUG SCREENING:**

Pursuant to Executive Order No. 95-29 and the Guam Department of Education, Personnel Rules and Regulations, all applicants selected for appointment in the Guam Department of Education, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

**POLICE & COURT CLEARANCES:**

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants **selected** for employment are required to submit Police and Superior Court of Guam Clearances before commencement of employment.

**APPLICATION DEADLINE:**

Applications shall be submitted to the GDOE Personnel Services Division from 8:00 a.m. to 4:00 p.m., Monday through Friday except holidays, until **Thursday, November 5, 2009**. Completed applications with supporting documents must be received by the deadline.

**APPLICATION SUBMISSION:**

Interested applicants must submit a GDOE "Application for Employment" form to the **GUAM DEPARTMENT OF EDUCATION, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Department of Education's website at [www.gdoe.net](http://www.gdoe.net)**

**FOR FURTHER INFORMATION:**

Please call 475-0496 or come by and visit our office.



**ANTONETTE MUÑA SANTOS**  
Assistant Administrator  
Personnel Services Division

irs