



GHURA

Guam Housing and Urban Renewal Authority
Aturidat Ginima' Yan Rinueban Siudat Guahan
117 Bien Venida Avenue • Sinajana, Guam 96910
Phone: (671) 477-9851 • Fax: (671) 300-7565 • TTY #: (671) 472-3701



JOB ANNOUNCEMENT AMENDMENT

January 25, 2022

THE FOLLOWING JOB ANNOUNCEMENT IS HEREBY
AMENDED TO READ:

Ann. No.	Position Title	Amend	From	To
003-22	GENERAL ACCOUNTING SUPERVISOR (Classified Limited-Term*)	Salary: Open: Promotional:	OG4 Step (substep) 1(A)-10(F) Step (substep) 1(A)-20(A)	PG4 Step (substep) 1(A)-10(F) \$48,392 - \$85,844 Step (substep) 1(A)-20(F) \$48,392 - \$153,734

***PUBLIC LAW 28-187:** "A person may be employed in the classified service contingent upon the availability of a grant, federal program or federal funds. An appointment in the classified service may be commensurate with the duration of a grant, federal grant, federal program or federal funds including renewals and extensions thereof."

For more information, please call (671) 475-1368 / 1419, or visit the Human Resources Division located at the GHURA Main Office, 117 Bien Venida Ave., Sinajana, Guam.

RAY S. TOPASNA
Executive Director

The Guam Housing and Urban Renewal Authority (GHURA) does not discriminate on the basis of race, color, national origin, political affiliation, creed, sex, religion, age, familial status, and disability status in employment or the provision of services.

GHURA IS AN EQUAL OPPORTUNITY EMPLOYER



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JOB ANNOUNCEMENT

**OPEN AND PROMOTIONAL COMPETITIVE
TO ESTABLISH A LIST FOR THE POSITION OF
(SUBJECT TO AVAILABILITY OF FUNDS)**

TITLE: GENERAL ACCOUNTING SUPERVISOR (2.335) (Classified Limited-Term*)	Announcement No.: 003-22
SALARY: Pay Grade "OG4" Open: Step(Substep) 1(A) - 10(F) \$44,401 - \$78,765 Per Annum Promotional: Step(Substep) 1(A) - 20(A) \$44,401 - \$141,055 Per Annum (100% Federally Funded)	Opening Date: January 20, 2022 Closing Date: February 17, 2022
DIVISION: Research, Planning & Evaluation	

PURSUANT TO PUBLIC LAW 28-187 "A person may be employed in the classified service contingent upon the availability of a grant, federal program or federal funds. An appointment in the classified service may be commensurate with the duration of a grant, federal grant, federal program or federal funds including renewals and extensions thereof."

NATURE OF WORK IN THIS CLASS:

This is complex supervisory and professional accounting and fiscal management work.

Employees in this class serve as department/agency accounting and fiscal officer responsible for accounting, budget administration, and related fiscal functions; or assist the department/agency fiscal officer in directing the fiscal operations of a large department or agency.

MINIMUM EXPERIENCE AND TRAINING:

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

PURSUANT TO PUBLIC LAW 28-98 "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 Guam Code Annotated, 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."

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, budget and related fiscal activities of the department/agency.

Reviews, analyzes and interprets fiscal reports, statements, and analysis; determines the validity and utility of financial records; appraises the adequacy of internal controls and the quality of 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 in regard to projected costs, reasonable program levels, trends, revenue and expenditure estimates, and possible funding problems and solutions.

Establishes procedures and guidelines in the formulation and administration of the budget for billing and collection activities, and other related fiscal functions.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of accounting.

Knowledge of the principles and practices of management.

Knowledge of electronic data programming, equipment and systems analysis.

Ability to supervise accounting, budget and related fiscal functions.

Ability to make decisions in accordance with program guidelines and requirements.

Ability to interpret and apply pertinent laws, rules and regulations and other guidelines.

GHURA IS AN EQUAL OPPORTUNITY EMPLOYER



**OPEN & PROMOTIONAL
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GENERAL ACCOUNTING SUPERVISOR (2.335)
JOB ANNOUNCEMENT NO. 003-022**

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Ability to analyze and interpret fiscal data and give advice regarding projected costs, reasonable program levels, trends, revenue and expenditure estimates, and possible funding problems and solutions.

Ability to design complex accounting systems and prepare complex financial records and statements.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

EXAMINATION REQUIREMENTS

A written test is not required. When a written test is not required, applicants will be evaluated on a scale between 70.000 to 100.000 percent of their training, education and experience in relation to the minimum requirements of the position.

SECTION 3 PREFERENCE

Applicants who are recipients of the Section 3 covered assistance, and who are low income and very low income, shall be given preference credit to jobs within the Authority for which they have applied and are qualified. Such preference shall be applicable only in selection for initial employment (does not apply to subsequent applications for employment in the government after separation).

VETERANS PREFERENCE

Applicants claiming veterans preference credit are required to provide a copy of their DD Form 214 (**Certificate of Release or Discharge from Active Duty**). Those claiming Compensable Disability are required to provide a copy of a letter from the U.S. Department of Veterans Affairs, which specifically states your entitlement to civil service preference for a service-connected disability.

DISABILITY PREFERENCE

Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification Form certified by the Director of the Department of Public Health & Social Services (does not apply to subsequent applications for employment in the government after separation).

EDUCATION and CERTIFICATION

Applicants claiming educational degrees or credit hours are required to submit original official or verified copies of university/college transcripts, high school diploma, GED certificate, or apprenticeship program certification. Transcripts from university/college institutions outside of the U.S. must be accompanied by a comprehensive course-by-course evaluation of foreign educational credentials by a National Association of Credential Evaluation Services (NACES) member organization.

INTERVIEWING PROCEDURE

A panel of interviewers designated by the Executive Director will conduct a personal interview.

Applicants will receive a "Notification of Certification/Interview Schedule" via postmark Air Mail to their last known address who are certified for interview from the Eligibility List. All applicants must contact the Human Resources Division to confirm their scheduled date and time of interview.

Applicants who are interested to be interviewed while off-island (**regardless of duration of stay**) must inform the Human Resources Division in writing of their temporary mailing address and/or telephone number where they may be contacted should there be a scheduled interview.

A personal interview, or interview by telephone (**if off-island**), will be scheduled by the appointing authority, or his designee, for all eligibles referred via certification. Individuals with disabilities who require special accommodations should contact the Human Resources Division prior to any scheduled examinations or interviews.

DRUG SCREENING TEST

Pursuant to GHURA's Drug Free Work Place Policy, as adopted by the Board of Commissioners on August 16, 1995: **"ALL APPLICANTS TENTATIVELY SELECTED FOR THIS POSITION WILL BE REQUIRED TO SUBMIT TO URINALYSIS TO SCREEN FOR ILLEGAL DRUG USE PRIOR TO APPOINTMENT."**

PRE-ENTRY MEDICAL PHYSICAL EXAMINATION

If you are selected for this position, a pre-entry medical physical examination shall be required prior to initial appointment to the position to determine fitness for employment. The pre-entry medical physical examination is at the applicant's expense.

HOW AND WHERE TO APPLY

All interested applicants must complete a "Government of Guam – Employment Application-Form A" and submit to the Human Resources Division **on or before 5:00 p.m., THURSDAY, FEBRUARY 17, 2022**. The Government of Guam – Employment Application-Form A can be downloaded from the GHURA website at www.ghura.org.

FAIR CHANCES HIRING PROCESS ACT (FCHPA)


This is a covered position. For covered positions, pursuant to Guam Public Law 34-22, we will not ask for criminal history information until a conditional job offer is given. If you choose to submit documents or answer criminal history questions at the time of application, you do so voluntarily.

IMPORTANT INFORMATION

Title 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 in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

FOR MORE INFORMATION

Contact telephone number 475-1368 or 1419, or visit the Human Resources Division at the GHURA Main Office, 117 Bien Venida Avenue, Sinajana, Guam.


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