



OPEN JOB ANNOUNCEMENT

Accounting Manager

ANNOUNCEMENT NO.: 2038
DATE POSTED: June 06, 2019
CLOSING DATE: June 21, 2019 (COB)
Pay Grade: N PAY RANGE: \$45,014.00 - \$67,522.00

Position Title: Accounting Manager

Reports to: Director of Finance & Administration

Summary: This is a complex supervisory and professional accounting position. The work involved includes 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.

Qualifications/Requirements:

- Two 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
- Two 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; or
- Three 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.
- Valid U.S. passport and driver's license.

Essential Functions:

- The formal preparation of financial statements and reports for General Funds, Special and Trust Funds or related funds as needed; analyzes various financial information of a wide variety for appropriate recommendations.
- 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 using the MIP Accounting System, detail by program report, budget-overdrawn report, vendor code and other automated outputs.
- Analyzes the financial aspects 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 and projection, evaluates or recommends fiscal policy that should be followed such to ensure accountability and internal control.
- 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.

Knowledge, Skills & Abilities:

- 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 government action.
- Ability to supervise the work of others.
- Ability to supervise the review for internal consistence and validity of BASIC Batch Input Transaction Report, Detail by program Report, and Budget Overdrawn Report.
- Ability to understand and apply the various principles, practices, and procedures of the budgeting and accounting information system.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively both orally and in writing.

Key Competencies:

1. Technical Capacity
2. Knowledge of Basic Accounting terms
3. Personal Effectiveness/Credibility
4. Thoroughness
5. Collaboration Skills
6. Communication Proficiency/Clear and Concise
7. Flexibility
8. Organizational Knowledge

Supervisory Responsibility:

This position has supervisory responsibilities.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Interested internal and external applicants may pick up and/or submit a GVB job application at/to the GVB Main Office, 401 Pale San Vitores Road, Tumon, Guam 96913 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except designated holidays. Applications will be available online at the GVB website. For further or additional information please call the GVB office at: 1 (671) 646-5278. GVB requires pre-employment drug testing.

GVB is an Equal Opportunity Employer and a Drug Free Workplace