



OPEN JOB ANNOUNCEMENT
Announcement Reference No. GVB2021-02

Opening Date: June 11, 2021
Closing Date: June 25, 2021
Pay Grade: L
Pay Range: \$37,100.00 to \$55,650.00

Position Title: Accountant II

Reports to: Director of Finance & Administration

Summary: This position provides technical accounting support to the Director of Finance & Administration.

Qualifications/Requirements:

- Two (2) Years' experience as an Accountant I and graduation from a recognized college or university with a bachelor's degree in accounting or closely related field; or
- One (1) Year of experience as an Accountant I 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 (3) years of experience as an Accountant I 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; or
- Valid U.S. passport and driver's license

Essential Functions:

This is complex professional and supervisory accounting work. Employees in this class perform the full range of complex professional accounting duties, including independent work in specialized areas of the profession, and generally include supervisory responsibilities over the work of subordinate professional accountants and/or accounting technicians.

Illustrative Examples of Work:

Responsible for the accounting operations of a department/agency; supervises and participates in the maintenance and preparation of department/agency records and accounts. Makes accounting decisions and provides accounting advice on a wide variety of problems requiring adaptation and modification of the accounting system to meet the needs of the department/agency or to conform with mandated requirements. Interprets summaries, analysis, reports and a variety of complex financial statements, advises management concerning current financial problems, future programs or financial implications involved in policy decisions; participates in policy and program planning. Supervises and participates in the audits of financial records. Coordinates accounting activities with other divisions and central accounting office. Performs related work as required.

Knowledge, Skills & Abilities:

- Knowledge of the principles and practices of accounting.
- Knowledge of the basic principles and practices of management.
- Knowledge of basic principles and practices of electronic data processing.
- Ability to interpret and apply pertinent laws, rules and regulations governing the accounting of government funds.
- Ability to make decisions in accordance with appropriate guidelines.
- Ability to design and modify accounting systems and prepare complex financial records and statements.
- Ability to analyze and interpret accounting data and make recommendations concerning financial problems, future programs or financial implications involved in policy decisions.
- Ability to supervise the work of others. Ability to work effectively with the public and employees. Ability to communicate effectively, 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 may have supervisory responsibilities as directed by management.

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



The **GUAM VISITORS BUREAU** would like to establish a list of candidates for the following positions:

- 1) **Accountant II**
Pay Range: (L) \$37,100 - \$55,650

- 2) **Marketing & Promotions Officer I**
Pay Range: (L) \$37,100 - \$55,650

The job description and application for these position can be picked up at 401 Pale San Vitores Road, Tumon, Guam 96913 from 8:00 a.m. ~ 5:00 p.m., Monday through Friday except designated holidays. Applications are also available online at the GVB's website at <http://www.guamvisitorsbureau.com/news/job-announcements>.

Deadline to submit application is no later than **5:00 p.m. on Friday, June 25, 2021**.

Kindly address all correspondences/submission to the **attention of Josie G. Villanueva, Director of Finance & Administration**. Please seal in an envelope with your name labeled on the outside.

Federal and local law requires verification of identity and eligibility of all new hires. GVB complies with the law on a non-discriminatory basis. Guam Visitors Bureau is an Equal Opportunity Employer.

/s/ Carl T.C. Gutierrez
President and CEO

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