

**Job Announcement**  
**Open Competitive Examination**

To establish a list for the position of:

| Position Title                                |           | Announcement Number |
|-----------------------------------------------|-----------|---------------------|
| Financial Controller                          |           | 2025-09             |
| Applications will be accepted for the period: |           |                     |
| Date Open:                                    |           | October 15, 2025    |
| Date Close:                                   |           | October 28, 2025    |
| Salary                                        |           |                     |
| Minimum                                       | Grade     | Annual              |
|                                               | R – 1 - D | \$99,199.47         |
| Maximum                                       | Grade     | Annual              |
|                                               | R – 2 - D | \$103,227.37        |

**Position Title:** Financial Controller

**Industry Title:** Director of Finance & Administration

**Reports to:** President & CEO

**Summary:** The Financial Controller reports directly to the President/Chief Executive Officer and works to fulfill the goals and objectives with regard to the Finance and Administration of GVB.

**Qualifications/Requirements:**

- Graduation from an accredited college or university with a bachelor’s degree in finance, accounting, or business administration, with at least forty (40) semester hours spread in the areas of accounting, finance, data processing, and business law
- At least four (4) years of professional experience in accounting, auditing, finance; and two (2) years experience with electronic spreadsheets, data base and word processing systems using a personal computer system.

**Essential Functions:**

- This is highly complex professional work in the areas of finance, accounting, data processing and planning. This position is responsible for the administration of the accounting, data processing, finance, budgeting and economic planning functions, inclusive of supervisory responsibilities for the Bureau.
- An individual in this position serves as the chief financial officer for the bureau, establishes and maintains systems of accounting, data processing and internal controls for full disclosures and adequate financial reports, maintains effective control over revenues, funds, property, and other assets.
- Works under the general administrative direction of the President and CEO. Work involves independent judgment in that the accounting and data processing system conforms the principles, practices, uniformed standards, and related requirements.
- Develops strategic financial and operational plans under the direction of the President and CEO.
- Coordinates, plans, designs, establishes, implements and directs the operation of the accounting and data processing sections involving the day-to-day operation of the accounting and data processing systems of the Bureau.

- Reviews the Budget Act and the administrative requirements and guidelines, makes budget analysis to determine the financial impact on the Bureau.
- Advises management officials on problem areas and provides appropriate recommendations; coordinates with the Legislature on various fiscal transactions impacting the Guam Visitors Bureau.
- Provides for the completion of adequate and accurate information and internal controls; makes appropriate recommendations and provides financial analyses needed to predict the financial consequences of alternate courses of action; ascertains reporting requirements of accounting data for management which will affect operations, resources and obligations, and provide financial data for other purposes.
- Provides for the availability of such data as cash flow, cash forecasts, revenue projections and expenditure estimates, and similar accounting data.
- Manages, develops and monitors the Bureau's strategic financial and investment policies and practices.
- Serves as the financial advisor to the President and CEO.
- Establishes accounting, data processing, budgeting and finance standards for the Bureau.
- Reviews and monitors purchase orders, payroll documents, contracts and other financial documents to ensure requested expenditures are legally authorized and that funds are available; advises management officials when a request for expenditure of funds is not in order.
- Provides comments and recommendations to the Bureau's management on proposed legislation having an impact on the financial condition of the Bureau.
- Coordinates the preparation of annual budgets.
- Administers data processing activities of the Bureau.
- Acts as the Bureau's primary certifying officer.
- Maintains records and prepares correspondence and reports.
- Performs related duties as necessary.

#### **Knowledge, Skills, Abilities:**

- Knowledge of the principles, standards, practices and techniques of budget administration, management, accounting and computer software applications and automatic data processing relative to accounting and management information systems.
- Knowledge of finance, economics, banking including lending systems, capital acquisitions, economic planning and forecasting and investment analysis.
- Ability to write and/or interpret legislation pertaining to the Bureau's finances.
- Ability to interpret and apply pertinent laws, regulations and other program guidelines.
- Ability to design, establish, implement and modify accounting and data processing personnel systems and maintain effective interpersonal relationships with others.
- Ability to supervise the work of professional accountants, data processing personnel, support and clerical personnel, computer specialist and management analyst IV.
- Ability to supervise a wide range of accounting, data processing, budgeting, and finance work.
- Ability to plan, develop and implement new programs and policies involving new ideas and technology, which require much innovation and creativity.
- Ability to maintain effective working relationships with others both inside and outside the Bureau.
- Ability to communicate effectively, both orally and in writing

#### **Key Competencies:**

1. Technical Capacity
2. Personal Effectiveness/Credibility
3. Thoroughness



4. Collaboration Skills
5. Communication Proficiency
6. Flexibility
7. Adaptation to various situations
8. Creative Thinking
9. Engagement
10. Decision Making/ Decisiveness
11. Impact / Influence

**Supervisory Responsibility:**

This position requires supervision of unit managers.

**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 position involves activities related to meetings, meeting functions and facilities, travel, public speaking, standing for long periods of time, and/or travel.

**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.

**How to Apply:**

Interested internal and external applicants may pick up and/or submit a GVB Job Application at the address below between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding designated holidays:

**Guam Visitors Bureau**  
401 Pale San Vitores Road  
Tumon, Guam 96913

Applications will also be available online at the GVB website:  
<https://guamvisitorsbureau.com/news/employment-announcements>.

All applications must be received **by 5:00 p.m. (close of business)** on the closing date stated on the job announcement. For further information, contact the GVB Office at **(671) 646-5278**. Pre-employment **drug testing is required**.

GVB is an Equal Opportunity Employer and a Drug-Free Workplace.

  
**RÉGINE BISCOE LEE**  
**PRESIDENT and CEO**