

**OPEN JOB ANNOUNCEMENT**

**Accountant II**

ANNOUNCEMENT NO.: 2038

DATE POSTED: March 7, 2023  
CLOSING DATE: March 24, 2023

Pay Grade: M PAY RANGE: \$40,762 - \$55,958.00

Position Title: Accountant II

Reports to: Controller

Summary: This position provides technical accounting support to the Controller.

**Qualifications/Requirements:**

- Two-year experience as an Accountant I and graduation from a recognized college or university with a Bachelor's degree in accounting or a closely-related field; or
- One 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 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
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.
- Valid U.S. passport and driver's license.

**Essential Functions:**

This is complex bookkeeping and financial reporting work involving government funds. Employees in this class maintain complete sets of books and financial records and prepare specialized reports requiring interpreting complex reporting requirements and guidelines; or have responsibility for supervising the maintenance of diversified sets of accounts and bookkeeping records in a central accounting office.

- Assist in processing payroll promptly.
- Assist in the orderly accounting filing system.
- Assist in preparing the statement of activities and change in net position.
- Assist in various accounts reconciliation and month-end and year-end closing of books.
- Assist in reconciliation of budget vs. actual and communicate to respective programs.
- Maintains complete sets of bookkeeping records; prepares fund status and financial reports.
- Supervises the maintenance of diversified sets of accounts and bookkeeping records.
- Operates calculators and similar equipment.
- May prepare a budget request for the unit, agency, or program.
- Performs related duties as required.

**Knowledge, Skills & Abilities:**

- Knowledge of bookkeeping principles and practices.
- Ability to make arithmetic computations.
- Ability to learn and apply basic accounting.
- Ability to interpret and apply complex funding requirements and guidelines.
- Ability to supervise the work of others may be required for certain positions.

- Ability to work effectively, orally and in writing.
- Ability to maintain records and prepare reports.
- Skill in the operation of calculators and similar office equipment.

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 primarily a sedentary role; however, some filing is required. This would require lifting files, opening filing cabinets, and bending or standing as necessary.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities 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.

/s/ CARL T.C. GUTIERREZ  
PRESIDENT and CEO