

## OPEN JOB ANNOUNCEMENT

### Accountant III

ANNOUNCEMENT NO. 2010

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

Pay Grade: N PAY RANGE: \$45,014.00 - \$67,522.00

Position Title: Accountant III

Reports to: Controller

Summary: This is a complex supervisory and professional accounting position. The work involved includes preparing and analyzing 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.
- Preparing receipts and disbursement schedules; expenditures against budget schedules and appropriation summaries; reconciling cost balances; evaluating 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 the codification of accounts, different appropriation accounts, and budgetary elements; analyzes cash collections received daily; controls to assure sufficient cash flow of current payables; evaluates the effect of deficits.
- Analyzes trend projection for top management review of cash flow status and forecast; evaluates or recommends a fiscal policy that should be followed to ensure accountability and internal control.
- Invests cash accounts with the concurrence of top management review within legislative constraints and prepares various administrative reports and correspondences.
- Performs related duties as required.

**Knowledge, Skills & Abilities:**

- Knowledge of the theory, principles, and accounting practices, including governmental, cost, and/or plan utility accounting.
- Knowledge of 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 sheets.
- Ability to analyze accounting relationships to assess deficit, cash flow, and cause-effect for projection of governmental solvency.
- Ability to recommend and evaluate fiscal policies for uniform government action.
- Ability to supervise the work of others.
- Ability to supervise the review for internal consistency and validity of BASIC Batch Input Transaction Report, Detail by program Report, and Budget Overdrawn Report.
- Ability to understand and apply the budgeting and accounting information system's various principles, practices, and procedures.
- 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 essentially 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.

**Application Information:**

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