



Government of Guam
 Department of Administration
 Human Resources Division
Job Announcement



Benita A. Manglona
 Director

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 Governor
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 Lieutenant
 Governor

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 Acting Deputy Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
Auditor I

Announcement Number: DOA 48-15 **Open:** February 5, 2015
Close: February 26, 2015

Pay Grade: **OPEN:** K-01; \$33,911 P/A – K-07; \$42,389 P/A
PROMOTION: K-01; \$33,911 P/A – K-18; \$59,768 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Graduation from a recognized or accredited college or university with a Bachelor's degree in Accounting or closely related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses.

Necessary Special Qualification

Possession of a valid driver's license may be required.

Nature of work

This is routine professional auditing work involved in financial, operational, and compliance examinations and evaluations of varied programs of the government with varied funding sources under the Internal Audit Division, Bureau of Budget and Management Research; or under the Internal Audit Section, Guam Power Authority; or under the Internal Audit Section, Guam Memorial Hospital Authority; the Office of the Public Auditor, and the Guam Public School System and the Guam International Airport Authority. Employees in this class perform routine professional auditing duties independently after initial training, and work under closer supervision on a variety of more complex developmental assignments.

Illustrative Examples of Work

Audits non-appropriated activity funds of small programs; reviews cash receipts and disbursement ledgers and other supporting documents; prepares bank reconciliation statements; determines accuracy and propriety of transactions and compliance with established laws and regulations and principles of financial management. Assists higher level auditors in the more complex financial and compliance audits of varied federally funded programs of the government. Assists in the more complex audits of varied appropriated and revolving fund accounts. Conducts exit conferences with officials to discuss audit findings and recommendations. Prepare audit reports on findings and recommendations. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles, practices, and techniques of accounting and auditing. Knowledge of the basic principles and practices of management. Ability to learn and apply internal auditing techniques and practices. Ability to interpret and apply pertinent laws, rules and regulations, and other program guidelines. Ability to learn and apply computer system application in the accounting field. Ability to examine and evaluate financial documents, statements, and other operating reports. Ability to make work decisions in accordance with appropriate program guidelines. Ability to work effectively with employees and the public. Ability to communicate effectively. Ability to maintain records and prepare audit reports. Skill in the safe operation of a motor vehicle may be required.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. **If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174**

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting you application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

AUDITOR I

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP), failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com/doa/index_doa.htm or email to doajobs@doa.guam.gov


For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.