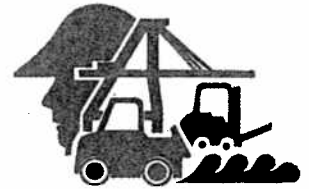




**PORT AUTHORITY OF GUAM
 ATURIDAT I PUETTON GUAHAN
 Jose D. Leon Guerrero Commercial Port
 GOVERNMENT OF GUAM**

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FELIX P. CAMACHO
 Governor of Guam

MICHAEL W. CRUZ
 Lieutenant Governor

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT

OF

**OPEN AND PROMOTIONAL COMPETITIVE EXAMINATION
 FOR THE FOLLOWING CLASS TO
 ESTABLISH A LIST**

Position Title: <p style="text-align: center;">ACCOUNTANT II</p>	Job Announcement No: <p style="text-align: center;">04-10</p>
Grade: J <u>MINIMUM</u> <u>MAXIMUM</u> Step 4/Sub-Step C Step 8/Sub-Step B \$41,118.00 \$47,737.00	Opening Date: <p style="text-align: center;">November 30, 2009</p>
Promotion: *Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.	Closing Date: <p style="text-align: center;">December 14, 2009</p>

JOB LOCATION: The position is located in the Port Authority of Guam, Cabras Island.

AREA OF CONSIDERATION: Open to the public, Port Authority of Guam and Government of Guam employees. All applicants will receive employment consideration regardless of race, creed, color, sex, national origin, marital status, political affiliation, age, and religion or disability factors.

NATURE OF WORK: This is a 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 professional, and generally includes supervisory responsibilities over the work of subordinate professional accountants and/or accounting technicians.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties, which may be assigned; nor do the examples cover all the duties which may be performed.)

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. Supervises and participates in the audits of financial records. Coordinates accounting activities with other divisions and central accounting office. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the:

- Principles and practices of accounting.
- Basic principles and practices of management.
- Basic principles and practices of electronic data processing.

Ability to:

- Interpret and apply pertinent laws, rules and regulations governing the accounting of government funds.
- Make decisions in accordance with appropriate guidelines.
- Design and modify accounting systems and prepare complex financial records and statements.
- Analyze and interpret accounting data and make recommendations concerning financial problems, future programs or financial implications involved in policy decision.
- Supervise the work of others.
- Work effectively with the public and employees.
- Communicate effectively, orally and in writing.

QUALIFICATION REQUIREMENTS:

- A. Two years of experience as an Accountant I or equivalent work 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
- B. One year of experience as an Accountant I or equivalent work, and possession of a certificate as 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
- C. Three years of experience as an Accountant I or equivalent work 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.

NECESSARY SPECIAL QUALIFICATION REQUIREMENT: The following documents must be submitted with the employment application to qualify for the position:

- A.
 - 1. High school diploma; or
 - 2. A successful completion of a General Education Development (GED) Test, or
 - 3. Any equivalent of a general education high school program, or
 - 4. A successful completion of a certification program a recognized accredited vocational technical institution in a specialized field required for the job."

(Public Law 26-87, Education Training stipulates all employment in the service of the Government of Guam shall have as a reasonable job performance any one of the listed documents to be eligible.)

- B. Police clearance and Court clearance. Such clearances must be no more than 3 months old.

(Public Law 28-98, Sex Offenders, stipulates that no person convicted of a sex offense shall be employed with Government of Guam.)

PRE-ENTRY MEDICAL EXAMINATION: All applicants selected for this position must take and pass a pre-entry physical examination as a condition of continued employment. The applicant must pay expense for the physical/medical examination.

DRUG SCREENING: The Port Authority of Guam has implemented a drug testing as part of the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to a final selection. The selection is contingent upon a negative drug test result, and thereafter, the selectee will be subject to a drug testing for an accident or unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the General Manager before a final selection is made. Situations in which an applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualifications.

PROBATIONARY PERIOD: The applicant must satisfactorily serve at least six (6) months and not more than 12 months probationary period to gain permanent status with the Authority.

EVALUATION METHODS: All applicants will be evaluated and will be rated on a scale between 70.000 to 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the position. Applicants will be credited for their experience and training shown on their applications. Therefore, entries should be described accurately and concisely and each job described separately. List all awards or outstanding ratings and any other information which will be helpful in the job-element-examining process. **DO NOT ATTACH ORIGINALS OF ANY VALUABLE DOCUMENTS.** Applicants who do not file in accordance with these procedures will be rated **INELIGIBLE**.

INTERVIEW TECHNIQUES: If the position is filled, a panel of interviewers designated by the General Manager will conduct personal interviews. Techniques to be used in the interview may consist of one of the following:

- (1) Work sample and performance evaluation examinations,
- (2) Practical and/or written tests,
- (3) Individual oral examinations.

EDUCATION: Applicants claiming educational accomplishments, degrees or credit hours are required to submit official or verified copies of transcripts of diplomas.

PREFERENCE POINTS:

- **Disability:** Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by Director of Public Health & Social Services.
- **Veteran's:** Applicants claiming veteran's preference are required to submit a copy of their DD214 (Military discharge form, Member 4 copy). Those claiming Compensable Disability are required to provide a copy of a letter from Department of Veteran's Affairs, which specifically states entitlement to civil service preference for a service connected disability.

IMPORTANT INFORMATION: Public Law 99-603 (8 USC Section 1324A) requires the Port to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Port is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position in the Port, you will be required to present valid document that will establish your identity and work eligibility. Any one of the following documents will be required: Birth certificate (original), Government of Guam Identification Card, U.S. Passport, Social Security Card (original), Naturalization or "Green" card; or other proof of work eligibility.

HOW AND WHERE TO APPLY: Applicants must submit an Application of Employment to the Human Resources Office, 1st floor of the Port Authority of Guam Building, Cabras Island, Monday to Friday, 8:00 a.m. to 5:00 p.m.

Individuals with disabilities who require special accommodations should contact the Human Resources Office prior to any scheduled examinations or interviews.

Please contact the Human Resources Office at 477-5931 -4, extensions 306, 307, 368, 341, or 564 should you need additional information.


FRANCINE T. ROCIO
Personnel Services Administrator

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