



JOB ANNOUNCEMENT “OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

POSITION TITLE: <p style="text-align: center;">Accounting Technician II</p>	ANNOUNCEMENT NUMBER: JA#013-25 POSITION STATUS: Permanent/Full-Time
SALARY: Pay Grade: I Open: 1-7; \$ 34,886– 43,608 per annum Promo: 1-18; \$ 34,886– 61,487 per annum	OPENING DATE: <p style="text-align: center;">April 28, 2025</p>
DIVISION: <p style="text-align: center;">FINANCE AND ADMINISTRATION Business Office</p>	CLOSING DATE: <p style="text-align: center;">May 09, 2025 5:00 p.m. (GMT +10:00) Guam, Port Moresby</p>

MINIMUM EXPERIENCE AND TRAINING:

- a) One year of bookkeeping work experience and graduation from high school, including or supplemented by a two-semester course in bookkeeping; or
- b) Completion of a bookkeeping diploma program (48 quarter hours) from a recognized business college; or
- c) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills

PLUS PURSUANT TO 4GCA §410(c):

All new employment in the service of the Government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job.

NATURE OF WORK IN THIS CLASS:

This is moderately complex bookkeeping work involved in the maintenance and summary of diversified accounts and bookkeeping records. Employees in this class may be in charge for the bookkeeping operation of a small department or agency and/or may supervise a small staff of lower technicians or clerks.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Maintains diversified subsidiary accounts and bookkeeping records; prepares journal vouchers to effect adjustments on the general ledgers; posts to the general ledgers; reconciles records against the general ledgers or controlling accounts; prepares financial statements and fund status reports.

Operates calculator and similar office equipment

May supervise lower level technicians and clerks.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices.
Ability to make arithmetic computations with speed and accuracy
Ability to learn and apply BACIS accounting
Ability to supervise the work of others may be required for certain assignments
Ability to work effectively with and employees the public.
Ability to communicate effectively, orally and in writing.
Ability to maintain records and prepare reports
Skill in the operation of calculators and similar office equipment.

WHO SHOULD APPLY:

Open to the public.

HOW AND WHERE TO APPLY:

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building, by 5:00 p.m. (GMT +10:00) Guam, Port Moresby, of the deadline. Applications are also available online at www.guamcc.edu. For more information visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, email us at hrjobs@guamcc.edu or call (671) 735-5537 extension 5536/5538.

IMPORTANT INFORMATION:

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

VETERANS PREFERENCE:

Applicants claiming veteran's preference are required to provide Proof of Eligibility for Veterans Preference Credit. Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

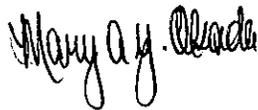
EDUCATION:

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside of the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization www.naces.org.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY



Mary A.Y. Okada, Ed.D.
President

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GUAMCOMMUNITYCOLLEGE

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