

Announcement Number: 22-32

ESTABLISHING A LIST OF QUALIFIED APPLICANTS

Open: AUGUST 10, 2022

| Position Title | Program |
|-----------------------|-----------------------|
| ACCOUNTANT | FISCAL SECTION |

ILLUSTRATIVE EXAMPLES OF THE JOB:

The Accountant is in-charge of all accounting activities of both financial and management accounting. This position is responsible for preparing financial reports, assisting programs with preparing and reviewing annual budget, ensuring internal controls, and supervising accounting staff.

DUTIES AND RESPONSIBILITIES:

1. Manage Catholic Social Service account payables and account receivables.
2. Ensures all month end procedures, including adjusting journals and general ledger reconciliations are undertaken accurately and on time.
3. Maintain records of operating performance for comparison with estimated budget and monitor actual results against budget commitments, including performing budget forecasts and trends analysis.
4. Prepare monthly, quarterly, and annual compliance reports.
5. Administer the preparation and prompt dispatch of invoices and statements to ensure prompt collection, reconciliation and banking of monies.
6. Compile the annual financial reports.
7. Prepares and distribute annual service charge and site rental notices.
8. Prepares operational and capital budgets.
9. Implement operational and capital budgets.
10. Install and update budget control systems.
11. Review and ensure the adequacy and operation of financial controls with respect to payroll, purchasing, general ledger, assets register, debtors and accounts payable.
12. Participate in the management of taxation matters and undertake appropriate action as required.
13. Supervise subordinate fiscal employees, including conducting performance appraisals and providing guidance and direction.

MINIMUM KNOWLEDGE, ABILITY AND SKILLS:

- Knowledge of the principles and practices of management.
- 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 sheet.



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Ability to analyze accounting relationships in order to assess deficit, cash flow, cause-effect for projection of organizational solvency.
Ability to recommend and evaluate fiscal policies for uniform government action.
Ability to supervise the work of others.
Ability to understand and apply the various principles, practices, and procedures of the budgeting and accounting information system.
Ability to work effectively with the public and employees.
Ability to communicate effectively orally and in writing.

REQUIRED MINIMUM EDUCATION AND EXPERIENCE:

1. Minimum Bachelor's Degree in Accounting or Finance; and
2. Minimum 5 years creditable work experience in accounting; and
3. Minimum 1-2 years in a Supervisory role in accounting.

SPECIAL REQUIREMENTS:

1. Valid Guam Driver's License
2. Must pass a mandatory Drug Test
3. CPA credentials if any

REQUIRED DOCUMENTS: To validate credentials you may claim (e.g. High School Diploma, /College Transcript), a copy of a certified copy of the document(s) and resume must accompany the application. Failure to provide proof may result in a determination of not meeting required education and/or experience. If selected, you will be required to submit a recent Police, Traffic and Court Clearance and submit to and pass a drug test.

For more information, please contact Ms. Linda Del Rosario, Personnel Officer at 635-1412.

DIANA B. CALVO
Executive Director

Catholic Social Services does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factor.