

# HELP WANTED

## Controller

Pacific Data Systems, one of Guam's Premier IT and Telecom Service Providers, is expanding our operations to accommodate significant growth in our business and is now accepting applications for:

**Controller:** Responsibilities include providing financial and administrative support to PDS Operations and Senior Management. Supervising Accounting and Administrative Staff (4) and day to day operation of all accounting functions. Set monthly schedules for timely preparation of reports, review/finalize monthly, quarterly, annual financial reports, work with outside consultants for Audit, Tax Preparation, and Corporate Filings. Prepare Government Reports as needed. Participation in other tasks and projects as assigned by Senior Management. Ability to travel as may be required (CNMI, Philippines, Hawaii).

**Experience & Knowledge:**

- Must have a college degree and relevant experience, CPA accreditation a plus but not required,
- Strong computer skills and experience with Quickbooks and Microsoft Office applications,
- Accounting and Operational work experience in similar position for \$10M+ Operation,
- Well organized and able to multi-task with superior attention to detail,
- Able to work in a Team Environment with other PDS Managers and Senior Management,
- Proven ability to communicate effectively, both verbally and in writing,
- Proactive, self-starter with good judgment and ability to work unsupervised.

This is an **immediately available full-time position with attractive compensation and benefits.** Please send your resume to: [JOBS@PDSguam.com](mailto:JOBS@PDSguam.com)

No phone calls please - email only.



*PDS is an equal opportunity employer committed to diversity and seek applicants from all backgrounds to join our team.*