



**PORT OF GUAM**  
 ATURIDAT I PUETTON GUAHAN  
 Jose D. Leon Guerrero Commercial Port  
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Eddie Baza Calvo  
 Governor of Guam  
 Ray Tenorio  
 Lieutenant Governor

**AN EQUAL OPPORTUNITY EMPLOYER**

**ANNOUNCEMENT**

**OF**

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

<b>Position Title:</b> <b>ACCOUNTING TECHNICIAN I</b>	<b>Job Announcement No:</b>  <b>26-18</b>
<b>Grade: GG</b> <u>MINIMUM</u> <u>MAXIMUM</u> Step 1/Sub-Step A                      Step 3/Sub-Step A \$28,916.00                                      \$31,312.00	<b>Opening Date:</b> <b>APRIL 13, 2018</b>
<b>Promotion:</b> *Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.	<b>Closing Date:</b> <b>APRIL 26, 2018</b>

**NOTE: This is developmental to the position of Accounting Technician II. Pay Grade: HH-1A to HH-3A, \$32,964.00 to 35,696.00 per annum.**

**JOB LOCATION:** The position is located in the Finance Division of the Port Authority of Guam.

**AREA OF CONSIDERATION:** Open to the public, Port Authority of Guam, and Government of Guam Employees.

It is the policy of the Port that there shall be no discrimination against any person on the basis of race, color, sex, including sexual harassment and orientation, religion, national origin, age, marital status, creed, physical or mental disability, or political affiliation or retaliation., except for positions requiring bona fide occupational qualifications.

**NATURE OF WORK:** This is routine bookkeeping work involved in the maintenance and summary of subsidiary accounts and preparation of routine financial reports according to established procedures.

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

Maintains subsidiary ledgers, i.e. cash, accounts receivable, accounts payable; prepare journal vouchers to effect adjustments on the general ledgers; posts to the general ledgers; reconciles records against the general ledgers or controlling accounts; closes and balances accounts; prepares routine fund status reports. Operates calculator and related office equipment. Performs related duties as required.

**Employee will be trained to perform the following duties:**

Maintains diversified subsidiary accounts and bookkeeping records; prepares journal vouchers to effect adjustment on the general ledges; 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's. May supervise lower level technician 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 BACIS accounting. Ability to operate calculators and similar office equipment. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

**QUALIFICATION REQUIREMENTS:** Completion of a two-semester course in bookkeeping and graduation from high school; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**EDUCATION REQUIREMENT:** Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts.

Pursuant to Public Law 29-113, 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.

This section *shall not* be applicable to the Summer Youth Employment or any person with a disability which prevent him or her from complying with this requirement consistent with the Americans with Disabilities Act or its successor's laws.

Documents to verify the training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

**PROHIBITION: Pursuant to Public Law 28-98,** *"No person convicted of a sex offense under the provisions of Chapter 25 of Title 9, Guam Code Annotated, or an offense as defined in Article 2 of Chapter 28, Title 9, Guam Code Annotated 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."*

**SUITABILITY DETERMINATION FORM:** Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If this is not complete, or missing from your application, your application for this position will be rejected.

**TRANSPORTATION WORKER CREDENTIAL IDENTIFICATION (TWIC) REQUIREMENT:** Applicants selected for the Accounting Technician I position would need unescorted access to secured areas of the Port facilities or vessels and will be required to obtain a TWIC card. Upon selection for the position and if you do not have a TWIC card, you will be required to enroll with Transportation Security Administration (TSA).

**DRUG SCREENING:** Applicants selected for and offered employment with the Port shall undergo and pass a mandatory drug test before being employed. Failure to submit to or pass such drug test shall be grounds for rescinding the offer of employment.

**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.

**EXAMINATION REQUIREMENTS:** 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.

**INTERVIEW PROCEDURES:** If the position is filled, a panel of interviewers designated by the General Manager will conduct personal interviews.

**PREFERENCE POINTS:** Applicants wishing to claim **Disability** Preference should submit a Government of Guam Disability Certification form, certified by Director of Public Health & Social Services. Applicants claiming **Veteran's** preference is 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 Veterans Affairs, which specifically states entitlement to civil service preference for a service connected disability.

**WORK ELIGIBILITY 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.



CARMELITA C. NEDEDOG  
Acting Personnel Services Administrator

**ACCOUNTING TECHNICIAN I  
(DEVELOPMENTAL TO THE POSITION OF ACCOUNTING TECHNICIAN II)**

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