



GHURA

Guam Housing and Urban Renewal Authority

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JOB ANNOUNCEMENT

OPEN AND PROMOTIONAL COMPETITIVE TO ESTABLISH A LIST FOR THE POSITION OF (SUBJECT TO AVAILABILITY OF FUNDS)

TITLE: ACCOUNTANT III (2.332) (Classified Limited-Term*)		Announcement No.: 002-26	
SALARY: Pay Grade "NG5"		Opening Date: January 08, 2026	
Open: Step (Substep) 1(A) - 10(F) \$47,211 - \$83,727 Per Annum		Closing Date: January 23, 2026	
Promotional: Step (Substep) 1(A) - 20(F) \$47,211 - \$149,943 Per Annum (100% Federally Funded)			
DIVISION: Fiscal / Modernization			

***PURSUANT TO Guam Public Law 28-187 (codified as Title 4 GCA §4103(g)):** "A person may be employed in the classified service contingent upon the availability of a grant, federal program or federal funds. An appointment in the classified service may be commensurate with the duration of a grant, federal grant, federal program or federal funds including renewals and extensions thereof."

NATURE OF WORK:

This is complex supervisory and professional accounting work involved in the preparation and analysis of financial statements for a complex governmental centralized accounting function. Employees in this class perform the full range of specialized professional work and supervise professional staff.

MINIMUM EXPERIENCE AND TRAINING:

- (A) Two years of experience as an Accountant II or equivalent work including the preparation of formal financial statements under an automated accounting system 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) Two years of experience as an Accountant II or equivalent work, including the preparation of formal financial statements under an automated accounting system and possession of a certificate as a Certified Public Accountant in a state, territory, or the District of Columbia.
- (C) Three years of experience as an Accountant II 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.

PLUS pursuant to Title 4 GCA §4101(c): "All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a 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 a specialized field required for the job."

PURSUANT TO Title 4 GCA §4203.3(a): "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 GCA 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."

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.)

- Supervises the formal preparation of financial statements and reports for General Funds, Special and Trusts Funds or related funds as needed; analyzes various financial information of a wide variety for appropriate recommendations.
- Supervises the preparation of receipts and disbursement schedules, expenditures against budget schedules and appropriation summaries; reconciles cost balances.
- Evaluates a variety of financial reports for internal consistency and validity such as BACIS Batch Input Transaction Report, Detail by Program Report, Budget Overdrawn Report, Vendor Code and other automated outputs.
- Supervises the installation of special accounting systems and related procedures in establishment which cannot use standardized system.
- Analyzes the financial aspect relationship of cost to the major accounting structures such as codification of accounts, different appropriation accounts and budgetary elements; analyzes cash collections received on a daily basis; controls to assure sufficient cash flow of current payables; evaluates the effect of deficits.
- Analyzes trend projection for top management review pertaining to cash flow status and projection.
- Evaluates or recommends fiscal policy that should be followed such as tight policy or balanced budget.
- Invest cash accounts with the concurrence of top management review within the cognizance of legislative constraints.
- Prepares various administrative reports and correspondences.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the theory, principles and practices of accounting including governmental, cost, and/or plan utility accounting.
- Knowledge of the principles and practices of management.
- Knowledge of electronic data programming, equipment and system analysis.
- 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.
- Ability to analyze accounting relationships in order to assess deficit, cash flow, cause-effect for projection of governmental solvency.
- Ability to recommend and evaluate fiscal policies for a uniform governmental action.
- Ability to supervise the work of others.
- Ability to supervise the review for internal consistency and validity of BACIS Batch Input Transaction Report, Detail by Program Report, and Budget Overdrawn Report.



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- 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.

EXAMINATION REQUIREMENTS

A written test is not required. When a written test is not required, applicants will be evaluated on a scale between 70.000 to 100.000 percent of their training, education and experience in relation to the minimum requirements of the position.

SECTION 3 PREFERENCE

Applicants who are recipients of the Section 3 covered assistance, and who are low income and very low income, shall be given preference credit to jobs within the Authority for which they have applied and are qualified. Such preference shall be applicable only in selection for initial employment (does not apply to subsequent applications for employment in the government after separation).

VETERANS PREFERENCE

Applicants claiming veterans preference credit are required to provide a copy of their DD Form 214 (**Certificate of Release or Discharge from Active Duty**). Those claiming Compensable Disability are required to provide a copy of a letter from the U.S. Department of Veterans Affairs, which specifically states your entitlement to civil service preference for a service-connected disability.

DISABILITY PREFERENCE

Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification Form certified by the Director of the Department of Public Health & Social Services (does not apply to subsequent applications for employment in the government after separation).

EDUCATION and CERTIFICATION

Applicants claiming educational degrees or credit hours are required to submit original official or verified copies of university/college transcripts, high school diploma, GED certificate, or apprenticeship program certification. Transcripts from university/college institutions outside of the U.S. must be accompanied by a comprehensive course-by-course evaluation of foreign educational credentials by a National Association of Credential Evaluation Services (NACES) member organization.

INTERVIEWING PROCEDURE

A panel of interviewers designated by the Executive Director will conduct a personal interview.

Applicants will receive a "Notification of Certification/Interview Schedule" via postmark Air Mail to their last known address who are certified for interview from the Eligibility List. All applicants must contact the Human Resources Division to confirm their scheduled date and time of interview.

Applicants who are interested to be interviewed while off-island (**regardless of duration of stay**) must inform the Human Resources Division in writing of their temporary mailing address and/or telephone number where they may be contacted should there be a scheduled interview.

A personal interview, or interview by telephone (**if off-island**), will be scheduled by the appointing authority, or his designee, for all eligibles referred via certification. Individuals with disabilities who require special accommodations should contact the Human Resources Division prior to any scheduled examinations or interviews.

DRUG SCREENING TEST

Pursuant to GHURA's Drug Free Work Place Policy, as adopted by the Board of Commissioners on August 16, 1995: **"ALL APPLICANTS TENTATIVELY SELECTED FOR THIS POSITION WILL BE REQUIRED TO SUBMIT TO URINALYSIS TO SCREEN FOR ILLEGAL DRUG USE PRIOR TO APPOINTMENT."**

REQUIREMENTS of POLICE & COURT CLEARANCES, DRUG SCREENING TEST, and PRE-ENTRY MEDICAL PHYSICAL EXAMINATION

If you are selected for this position, your selection will be conditional pending submission of recent police and court clearances, taking and passing a drug screening test, and submittal of results on the pre-entry medical physical examination. You will have five (5) business days to submit police and court clearances that are no older than one (1) month from the date of your notification of selection. Off-island applicants must obtain clearances from their last place of residency. Police and court clearances are at the applicant's expense.

PRE-ENTRY MEDICAL PHYSICAL EXAMINATION:

If you are selected for this position, a pre-entry medical physical examination shall be required prior to initial appointment to the position to determine fitness for employment. The pre-entry medical physical examination is at the applicant's expense.

HOW AND WHERE TO APPLY

The Government of Guam – Employment Application-Form A can be downloaded from the GHURA website at www.ghura.org. All interested applicants must complete a "Government of Guam – Employment Application-Form A", and submit the hard copy to the Human Resources Division **on or before 5:00 p.m., FRIDAY, JANUARY 23, 2026**. Please call 300-8432 or 475-1368/1419, or email HR@GHURA.ORG if you have any questions.

IMPORTANT INFORMATION

Title 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 proof of identity and work eligibility in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

FOR MORE INFORMATION

Contact telephone number 300-8432 or 475-1368/1419, or visit the Human Resources Division at the GHURA Main Office, 117 Bien Venida Avenue, Sinajana, Guam.


ELIZABETH F. NAPOLI
Executive Director 

The Guam Housing and Urban Renewal Authority (GHURA) does not discriminate on the basis of race, color, national origin, political affiliation, creed, sex, religion, age, familial status, and disability status in employment or the provision of services.

GHURA IS AN EQUAL OPPORTUNITY EMPLOYER