



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
Barrigada, Guam 96913
Tel: (671) 475-0496
www.gdoe.net



K. ERIK SWANSON
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

November 28, 2023

The Department of Education is currently accepting job applications for the following position to **ESTABLISH A LIST:**

OPEN COMPETITIVE JOB ANNOUNCEMENT NO. HRD-012-2024

AUDITOR I (2.360)

OPENING DATE: November 28, 2023

CLOSING DATE: CONTINUOUS (UNTIL FILLED)

SALARY: Pay Grade L – General Pay Plan (GPP)

Open: Step 1-10, \$45,262.00 - \$62,136.00 per annum

Promotional: Step 1-18, \$45,262.00 - \$79,775.00 per annum

DUTY: Probationary/Permanent Full-Time Appointment

LOCATION: INTERNAL AUDIT OFFICE

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation from a recognized or accredited college or university with a Bachelor's degree in Accounting or closely related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license may be required.

MINIMUM 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 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."

NOTE: Documents to verify 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.

NATURE OF WORK IN THIS CLASS:

This is routine professional auditing work involved in financial, operational, and compliance examinations and evaluations of varied programs of the government with varied funding sources under the Internal Audit Division, Bureau of Budget and Management Research; or under the Internal Audit Section, Guam Power Authority; or under the Internal Audit Section, Guam Memorial Hospital Authority; the Office of the Public Auditor, and Department of Education.

Employees in this class perform routine professional auditing duties independently after initial training, and work under closer supervision on a variety of more complex developmental assignments.

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.)*

Audits non- appropriated activity funds of small programs; reviews cash receipts and disbursement ledgers and other supporting documents; prepares bank reconciliation statements; determines accuracy and propriety of transactions and compliance with established laws and regulations and principles of financial management.

Assists higher level auditors in the more complex financial and compliance audits of varied federally funded programs of the government.

Assists in the more complex audits of varied appropriated and revolving fund accounts.

Conducts exit conferences with officials to discuss audit findings and recommendations.

Prepares audit reports on findings and recommendations.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principles, practices, and techniques of accounting and auditing.

Knowledge of the basic principles and practices of management.

Ability to learn and apply internal auditing techniques and practices.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to learn and apply computer system application in the accounting field.

Ability to examine and evaluate financial documents, statements, and other operating reports.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to work effectively with employees and the public.

Ability to communicate effectively.

Ability to maintain records and prepare audit reports.

Skill in the safe operation of a motor vehicle may be required.

EMPLOYMENT BENEFITS:

This is a permanent, full-time position for the Internal Audit Division. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status & protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay period per year.

APPLICATION SUBMISSION AND DEADLINE:

Employment applications may be obtained from our website <https://www.qdoe.net/District/Department/14-Human-Resources-Division/1750-Forms.html> or in office, located at Building-B, 501 Mariner Avenue, Barrigada. Interested applicants must submit a completed "Employment Application" form to the DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline. Applications with supporting documents will be accepted up until **the position is filled** at the Human Resources Division Office (or via email) between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time (CHST), Monday through Friday, except holidays. Please note that there are two types of DOE job applications - one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

FAIR CHANCES HIRING PROCESS ACT (FCHPA):

This is a **COVERED** position. Please complete an FCHPA Covered Position Job Application. For covered positions, employers must follow the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. **Under this job announcement, do not submit a police and/or court clearance report or answer questions regarding any criminal convictions until you have been offered a job. If you choose to submit these documents or answer any criminal history questions at the time of application, you do so voluntarily.**

FOR ADDITIONAL INFORMATION: Please refer to the **Employment Application General Instructions and Important Information Sheets**, call 475-0496, and/or email humanresources@gdoe.net.



KATHERINE M.P. ADA
Personnel Services Administrator

sac/bkn