



# GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO JOSHUA F. TENORIO  
Governor of Guam Lt. Governor of Guam

LARRY J. GAST  
General Manager



## Employment Opportunity

### DEPARTMENTAL ANNOUNCEMENT

#### To establish a list for the position of **ACCOUNTING TECHNICIAN II**

Announcement Number: GSWA-22-001      Open: September 21, 2021  
Closed: October 1, 2021

Pay Grade: OPEN: I-01; \$28,595.00 P/A - I-10; \$39,255.00 P/A  
PROMOTION: I-01; \$28,595.00 P/A - I-18; \$50,399.00 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined contribution Plan 401 and 457). Health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit [www.ggrf.com](http://www.ggrf.com). For other inquiries please visit the Guam Solid Waste Authority.

#### **Who Can Apply**

Only permanent, Government of Guam employees from the Guam Solid Waste Authority can apply. The appointing authority for the GSWA has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1

#### **Nature of work**

This is moderately complex bookkeeping work involved in the maintenance and summary of diversified accounts and bookkeeping records. Employees in this class may be in charge for the bookkeeping records. Employees in this class may be in charge for the bookkeeping operation of a small department or agency and/or may supervise a small staff of lower-level technicians or clerks.

#### **Illustrative Examples of Work (Any one position may not include all the duties listed, not do the examples cover all the duties in which may be performed)**

Maintains diversified subsidiary accounts and bookkeeping records; prepares journal vouchers to effect adjustments on the general ledgers; posts to the general ledgers; reconciles records against the general ledgers or controlling account; prepares financial statements and fund status reports. Operates calculator and similar office equipment. May supervise lower-level technicians and clerks. Performs related duties as required.

#### **Qualification Requirements**

- A) One year of bookkeeping experience and graduation from high school, including or supplemented by a two-semester course in bookkeeping; OR
- B) Completion of a bookkeeping diploma program (48 quarter hours) from a recognized business college; or
- C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

#### **Examination Requirements**

A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

#### **Minimum Knowledge, Skills, and Abilities**

- Knowledge of bookkeeping principles and practices.
- Ability to make arithmetic computations with speed and accuracy.



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- Ability to learn and apply BACIS accounting.
- Ability to supervise the work of others may be required for certain assignments.
- Ability to work effectively with employees and the public.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.
- Skill in the operation of calculators and similar office equipment.

## **Educational and Documentation Requirements**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency.

Employment in the service of the government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of a high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certificate program from a recognized accredited or certified vocational technical institution, pursuant to Public Law 29-113. For more information, please contact the Guam Solid Waste Authority at 671-646-3215 or 671-647-4312.

## **Suitability Determination Form**

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) Month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

## **Prohibition Pursuant to P.L. 28-98**

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, 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.

## **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.

## **Work Eligibility**

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

## **Drug Screening**

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

## **Police & Court Clearances Requirements**

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the





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announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

### **Where to Apply**

Submit job applications in person at the Guam Solid Waste Authority, 2<sup>nd</sup> floor, Located at the Public Works Compound, Tamuning, between the hours of 8:00 am. — 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

### **For More Information**

Call or visit us at the Guam Solid Waste Authority Building, Human Resources Department at (671) 646-3215 or (671) 647-4312. In addition, job announcements and job application forms are accessible through the Guam Solid Waste Authority's website at [www.guamsolidwasteauthority.com](http://www.guamsolidwasteauthority.com). Also, job applications can be downloaded from [www.govguamdocs.com](http://www.govguamdocs.com) or you can email to [keilani.mesa@qswa.guam.gov](mailto:keilani.mesa@qswa.guam.gov) for additional information.

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WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.