



OFFICE OF PUBLIC ACCOUNTABILITY

Job Announcement

Doris Flores Brooks
Public Auditor

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of

MANAGING ACCOUNTABILITY AUDITOR (2.354)

Announcement Number: OPA 18-06

Open: Friday, June 8, 2018

Close: Friday, July 6, 2018

Pay Grade:

OPEN: S-01; \$70,873 P/A – S-07; \$88,591 P/A
PROMOTION: S-01; \$70,873 P/A – S-18; \$124,913 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. For other information, please visit Department of Administration website www.hr.doa.guam.gov.

Who Can Apply

Open to all Government of Guam employees and the public.

Necessary Special Qualification

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

Qualification Requirements

Eight (8) years of auditing or equivalent work experience (of which two (2) years were served in a supervisory capacity); **AND** Bachelor's degree from a recognized college or university in Accounting, Auditing, Human Resources Management, Information Technology, Business Management, Marketing, Finance, Economics, Political Science, Public Administration, Computer Science, or related field; **AND** Certified Public Accountant (CPA) certification **OR** two (2) of the following certifications: (1) Certified Government Financial Manager (CGFM); (2) Certified Fraud Examiner (CFE); or (3) Certified Internal Auditor (CIA); **or**

Eight (8) years of auditing or equivalent work experience (of which two (2) years were served in a supervisory capacity); **AND** Master's degree from a recognized college or university in any field of Business (to include, but not limited to Accounting, Auditing, Human Resources Management, Information Technology, Business Management, Marketing, Finance, Economics, Political Science, Public Administration, or related field); **AND** one (1) of the following certifications: (1) CPA, (2) CGFM (3) CFE or (4) CIA.

Nature of Work

This is a management position that assists the Public Auditor and Accountability Director with the oversight of the Office of Public Accountability's (OPA) operations, which includes audits, procurement appeals, and administration. This is highly responsible professional work that includes management responsibilities over the full range of complex OPA audit work, which involves performance, financial, and compliance audits, and evaluations of varied Government of Guam programs, functions, and activities and ensuring applicable audit standards are met. They may include approving audit plans, assigning teams, suggesting audit topics, approving audit objectives, and other high level tasks. This position also manages OPA office administration and procurement appeals and assist the Public Auditor with adjudicating procurement appeals. Under the general direction of the Public Auditor and the Accountability Director, this position exercises independent judgment in enforcing applicable laws and regulations, auditing and accounting principles, and program objectives.

Illustrative Examples of Work

Serves as "Acting Administrator" in the Public Auditor's and Accountability Director's absences. Assists the Public Auditor and Accountability Director in preparing and executing the OPA's periodic strategic planning and ensures strategic goals and objectives are met. Prepares and oversees the annual audit plan, annual report, and other annual, multiyear, or similar types of long-range work plans or schedules. Manages the implementation of the OPA Audit Manual and incorporates updates accordingly. Manages the OPA audit management software ensuring its maintenance and functionality. Manages and supervises complex, technical, and sensitive performance, and compliance audits. Reviews and approves the audit objectives, scope, audit plan and program steps, staff assignments, and time budgets. Reviews and edits draft reports ensuring audit results are effectively communicated and written according to applicable audit standards and formats. Represents the OPA in meetings with representatives of audited organizations to establish a cooperative relationship, devise concerted approaches to findings, and provide guidance on audit recommendations. Serves as the independent Quality Assurance Reviewer for performance and financial audits to ensure conformance with acceptable quality control standards on an as needed basis. Serves as the independent Quality Assurance Reviewer for procurement appeals decisions and may be called upon to provide his/her view of the appeal from the "prudent man" perspective on an as needed basis. Manages staff hiring, training, and prepares performance evaluations and takes corrective actions to address staff performance issues. Provides professional leadership and guidance to staff. Leads evaluation committees for OPA contracted services and other office-related procurement and monitors the contracted services until services are completed. Oversees the internship program by coordinating with the University of Guam and Guam Community College and other educational institutions. Assists the Accountability Director in coordinating periodic peer reviews. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of: auditing and accounting principles and standards, including GAAP, GAAS, GAS, and ISSAIs, and other accounting, auditing, and investigative standards; pronouncements, concepts and practices professed by COSO, GASB and other standards setting bodies; federal and local laws, legal codes, court procedures, government rules and regulations, executive orders, and policies related to the management and accountability of the Government of Guam; government programs and operations, financial management systems, government procurement, grants, and internal control systems; economic principles, financial markets, banking, and analyses and reporting of financial data; principles of management structures, project management, strategic planning, and leadership. **Ability to:** effectively communicate professional reports, briefings, and testimonies using strong conceptual reading, writing, and listening skills; identify, analyze, solve complex problems, and make appropriate recommendations; make appropriate judgments, formulate potential actions, and decide the most appropriate one; work individually and in teams with techniques of organizing and motivating groups to promote staff morale and improve working environments; proficiently review, edit, and provide constructive feedback to staff on draft audit reports, work papers, correspondences, etc.; manage projects by initiating, planning, executing, monitoring, and controlling projects to efficiently and effectively meet milestones. **Skill to** proficiently use software such as MS Office, Prezi, QuickBooks, TeamMate, or others.

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 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.

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.

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.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligible referred via certification.

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 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 on your start date.

Letter of Interest and Resume

Submit a letter of interest and latest resume along with job application.

Where to Apply

Submit job applications at the Office of Public Accountability, Suite 401 DNA Building, 238 Archbishop Flores Street, Hagatna, GU 96910, between the hours of 8:00 am to 5:00 pm, Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examination or interviews.

For more information, call or visit us at the Office of Public Accountability at 671-475-0390. In addition, job announcements and job application forms are accessible through the Office of Public Accountability's website at www.opaguam.org.



DORIS FLORES BROOKS, CPA CGFM
Public Auditor

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