



GUAM HOUSING CORPORATION

P.O. Box 3457, Hagåtña, Guam 96932



JOB ANNOUNCEMENT
OPEN COMPETITIVE
TO ESTABLISH A LIST
(SUBJECT TO AVAILABILITY OF FUNDS)
ACCOUNTANT I (2.330)

ANNOUNCEMENT NO.:	GHC 2026-02
OPENING DATE:	Tuesday, 05/26/2026
CLOSING DATE:	Thursday, 06/08/2026
PAY GRADE/SALARY:	OPEN: L-01; \$45,262.00 - L-06; \$54,512.00 Per Annum PROM: L-07; \$56,578.00 - L-18; \$79,755.00 Per Annum
DIVISION:	ACCOUNTING

MINIMUM EXPERIENCE AND TRAINING:

- A. 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 in professional accounting work or equivalent work and graduation from a recognized college or university with an Associate's degree in accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects.

NATURE OF WORK IN THIS CLASS:

This is routine professional accounting work.

Employees in this class perform routine professional accounting duties independently after initial training and work under closer supervision on more complex developmental assignments. Supervision may be exercised over subordinate accounting technicians and clerks.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all duties, which may be assigned; any one position may not include all the duties listed.)

Maintains controlling ledgers; reviews and analyzes financial accounting transactions and documents for accuracy and propriety; prepares summaries, analyses, reports, and financial statements; advises management concerning financial problem areas.

Participates in the installation and modification of accounting systems to meet the needs of the department/agency or to conform with mandated requirements.

Participates in the internal audit of financial records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of office management practices, and general administrative function

Knowledge of the principles and practices of accounting.

Knowledge of the basic principles and practices of automatic data processing.

Ability to learn, interpret and apply pertinent laws, rules and regulations governing the accounting operation of the department/agency.

Ability to analyze and interpret accounting data and make recommendations concerning current financial problems.

Ability to make decisions in accordance with appropriate program guidelines. Ability to maintain financial records and prepare financial reports.

Ability to supervise the work of accounting technicians and clerks may be required.

Ability to work effectively with employees and the public.

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. A practical exercise may be required.

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: Applicants claiming educational degrees or credit hours are required to submit official or verified copies of transcripts, high school diploma, GED certification, or apprenticeship 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.

DRUG SCREENING TEST: Applicants selected for and offered employment with Guam Housing Corporation shall undergo and pass a mandatory drug test before beginning employment. THE GUAM HOUSING CORPORATION is in compliance with Department of Administration's Drug Free Workplace Program Operating Procedures. In addition, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an incident of unsafe practice.

INTERVIEWING PROCEDURE:

A panel of interviewers designated by the President 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 GUAM HOUSING CORPORATION Administration 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 Administration 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 eligible referred via certification. Individuals with disabilities who require special accommodations should contact the Administration Division prior to any scheduled examinations or interviews.

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: All interested applicants must complete a "Government of Guam - Standard Employment Application-Form A" and submitted to GUAM HOUSING CORPORATION Admin. Division on or before 4:00 p.m. **06/08/2026**. The Government of Guam Employment Application-Form A can be downloaded from the GUAM HOUSING CORPORATION website at www.guamhousing.org.

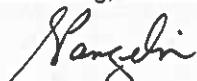
NOTE: Suitability Determination (Form A4): Your employment application will not be deemed complete unless the Suitability Determination form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answered "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 Determination form if anything has occurred that would warrant updating your responses on your suitability form after you have submitted your application.

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."

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.

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 (671) 647-4143 Ex. 140 or visit the Administration Division at the GUAM HOUSING CORPORATION Main Office, 590 South Marine Corps Drive, Suite 514 ITC Building, Tamuning, Guam.


EDITH C. PANGELINAN
PRESIDENT