



GUAM HOUSING CORPORATION

P.O. Box 3457, Hagåtña, Guam 96932



JOB ANNOUNCEMENT

TO ESTABLISH A LIST

OPEN AND PROMOTIONAL COMPETITIVE

(SUBJECT TO AVAILABILITY OF FUNDS)

ACCOUNTING MANAGER (2.376)

ANNOUNCEMENT NO.:	GHC2026-03
OPENING DATE:	FRIDAY, AUGUST 21, 2026
CLOSING DATE:	THURSDAY, SEPTEMBER 10, 2026
PAY GRADE/SALARY:	OPEN: O-1; \$60,875 – O-6; \$73,315 Per Annum PROM: O-7; \$76,093– O-18; \$107,291 Per Annum
DIVISION:	ACCOUNTING

QUALIFICATION REQUIREMENTS:

- Two (2) years of experience as an Accountant II or III, or General Accounting Supervisor work 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
- Two (2) years of experience as an Accountant II or III, or general Accounting Supervisor equivalent work and possession of a certificate as a Certified Public Accountant obtained through written examination in a state, territory or the District of Columbia indicating the certificate number, date, place of issuance, and whether the certificate was obtained through written examination

NATURE OF WORK IN THIS CLASS:

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

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed).

Supervises the accounting, budget and related fiscal activities of the department/agency.

Reviews, analyzes and interprets fiscal reports, statements and analysis; determines the validity and utility of financial records; appraises the adequacy of internal controls and the quality of accounting procedures; develops and implements new accounting techniques and establishes or modifies existing systems and procedures to provide management with data necessary for policy and program planning.

Participates in policy and program planning; provides advice in regard to projected costs, reasonable program levels, trends, revenue and expenditure estimates, and possible funding problems and solutions.

Establishes procedures and guidelines in the formulation and administration of the budget, for billing and collection activities, and other related fiscal functions.

Supervises the formal preparation of financial statements and reports for Guam Housing Corporation.

Supervises the routine accounting work such as verification of daily cash reports, posting appropriate items to necessary journals, preparation of subsidiary schedules and verification and recording of employee's payroll deductions.

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.

Supervises the installation of special accounting systems and related procedures in establishment which cannot use standardized system.

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 projection.

Prepares various administrative reports and correspondence.

Performs related duties as required.

Heads Accounting Section of the Operations division of GHC and reports to the Controller.

Acts as the secondary certifying officer for GRC/GHC.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principles and practices of accounting.

Knowledge of the principles and practices of management.

Knowledge of electronic data programming, equipment and systems analysis.

Ability to supervise accounting, budget and related fiscal functions.

Ability to make decisions in accordance with program guidelines and requirements.

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

Ability to analyze and interpret fiscal data and give advice regarding to projected costs, reasonable program levels, trends, revenue and expenditure estimates, and possible funding problems and solutions.

Ability to design complex accounting systems and prepare complex financial records and statements.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally, and writing.

Ability to manage and supervise accountants and accounting technicians and other personnel.

Ability to direct and complete special projects pertaining to the accounting system.

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 the 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 accident 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 submit to GUAM HOUSING CORPORATION Admin. Division on or

before 4:00 p.m. 09/10/2026 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. 141 or visit the Administration Division at the GUAM HOUSING CORPORATION Main Office, 590 S. Marine Corps Drive, Suite 514 ITC Building, Tamuning, Guam.



EDITH C. PANGELINAN
PRESIDENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. THERE SHALL BE NO DISCRIMINATION IN EMPLOYMENT AGAINST ANY PERSONS ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE CREED MARITAL STATUS, DISABILITY, OR POLITICAL AFFILIATION, EXCEPT FOR BONA FIDE OCCUPATIONAL QUALIFICATIONS OR LEGAL REQUIREMENTS.