



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## ANNOUNCEMENT

**THE RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, 100% FEDERALLY FUNDED FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):**

**Position Title**

**Accounting Analyst II**

**JOB # RC-19-22**

**Application Deadline: Midnight, July 04, 2019**

Email RCUOG application, cover letter, resume and transcripts to [rcuoghr@triton.uog.edu](mailto:rcuoghr@triton.uog.edu) or submit documents to the RCUOG office located at Dean Circle, House #33, UOG Campus. The RCUOG application can be downloaded from <https://www.uog.edu/rcuog/employment-application> and can be submitted digitally along with supporting documents.

**Salary**

Grade L, Step 1, \$17.84 – Step 10, \$24.49 per hour

Temporary, Full-Time, 40 hours per week.

Benefits: Social Security, Medical and Dental Insurance, 4 hours annual leave and 4 hours sick leave per pay period, holiday pay, up to 3% 403(b) match based upon employee contribution of 3%.

The position begins on **July 17, 2019** and ends on **July 16, 2020** based on availability of funds with possibility of extension should additional funds become available.

**Location:**

Dean Circle, House #33 (RCUOG Office)

**Minimum Qualifications :**

- Bachelor's degree in Accounting;
- Three (3) or more years of work experience in the accounting field;
- Demonstrated experience with grants management

**Minimum Knowledge, Abilities and Skills:**

- Strong financial and analytical acumen
- Ability to exercise sound judgment relative to problem solving matters

- Proficient computer skills including Microsoft Outlook, Excel, Word and PC based General Ledger software packages
- Good problem solving and general ledger reconciliation skills
- Ability to work with minimal supervision in a fast-paced environment
- Solid verbal and written communication skills
- Ability to perform multiple tasks simultaneously with high degree of accuracy
- Ability to maintain strict confidentiality
- Organizational and time management skills
- Deep understanding of Generally Accepted Accounting Principles

**Character of Duties:**

- Identify financial status by comparing and analyzing actual results with budget and forecast
- Reconcile transactions by comparing and correcting data
- Certify funds availability
- Maintain subsidiary accounts (grants) and records in an orderly and timely manner ensuring that all internal and external deadlines are met
- Enter pre-opening invoices into payable system
- Prepare financial statements and/or other reports
- Track current projects, tasks, and grants activities
- Research, track, and resolve accounting issues
- Prepare and post journal entries
- Provide RCUOG procurement training to other departments
- Work closely with Principal Investigators of various Federal Pass thru grants, GovGuam and Private grants
- Work with external Auditors during yearly audit
- Review and help process bi-weekly payroll
- Prepare federal reports
- Other duties as assigned

**Clearances**

- College transcripts should be submitted with application
- Upon selection, the applicant must submit PPD, police and court clearances to UOG HRO.