



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

Grant Budget Specialist III

JOB # RC-20-05

Application Deadline: Midnight, October 23, 2019

Email RCUOG application, cover letter, resume and transcripts to 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 J, Step 1, \$14.94 – Step 10 \$20.51 per hour
Temporary, Full-Time, 40 hours per week

Benefits:

Full-Time: 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 **December 01, 2019** and ends on **November 30, 2020** based on availability of funds with possibility of extension should additional funds become available.

Location :

Dean Circle, House #33 (RCUOG Office)

Minimum Qualifications :

- High School Diploma or equivalent;
- Two years of clerical work and/or general work involving mathematical calculations OR any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills

Preferred Qualifications:

- Bachelor's degree in Accounting
- Experience in or familiarization with grants management

Character of Duties:

- Process purchase orders and ensure that it complies with RCUOG Procurement Policies and Procedures.
- Perform, prepare and/or maintain journal entries related to prepaid assets, fixed assets, general ledger account analyses and reconciliations, accruals, etc.
- Maintain RCUOG books and records in an orderly and timely manner ensuring that all internal and external deadlines are met
- Process payment request with encumbrance, direct payment, and wire transfers.
- Review for accuracy all incoming and outgoing invoices, payments, and financial documents.
- Prepare travel authorizations, make travel arrangements, and process travel clearance according to RCUOG policy.
- Maintain accurate and secure physical and digital project records and files.
- Maintain RCUOG books and records in an orderly and timely manner ensuring internal and external deadlines are met.
- Monitor and analyze relevant project accounts, budgets, and spending patterns.
- Assist in annual project financial reporting and other administrative tasks as needed.
- Perform other duties assigned.

Clearances

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