



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

The Research Corporation of the University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the Research Corporation of the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

ANNOUNCEMENT

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

Position Title

Chief Business Officer (RCUOG Core Administrative Team)

(JOB # RC-21-56)

Application Deadline: Position Open Until Filled.

Application Process:

1. Applicants must complete the RCUOG online job application at <https://www.uog.edu/rcuog/employment-application> or
2. Email RCUOG application, cover letter, resume and transcripts to rcuoghr@triton.uog.edu.
The RCUOG application can be downloaded from <https://www.uog.edu/rcuog/employmentapplication> and can be submitted digitally along with supporting documents.

Salary

\$68,374 - \$85,467 per annum.

Salary based on work experience, credentials, and availability of funds.

Full-Time Employee, 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 employment period will be valid for one-year with the possibility of extension based on work performance and availability of funds.

Location:

RCUOG Main Office, Dean Circle, House #24, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Bachelor's degree in accounting, finance, or closely related field from a U.S. institution of higher education or foreign equivalent;
- Must possess one of the following: a) Certified Public Accountant (CPA); b) Certified Government Financial Manager (CGFM); c) Master's Degree in Business Administration (MBA); or d) Master's Degree in Accounting (MAcc);
- Seven years of professional experience in the practice of accounting or finance, five of which include experience as a supervisor, manager, or project leader;
- Understanding of the audit process;
- Ability to communicate and work effectively with the public, students, and with employees;
- Working knowledge of the Code of Federal Regulations;
- Experience overseeing the financial management of Federal grants;

Preferred Qualifications:

- Knowledge of administrative policies, procedures, and processes in higher education;
- Experience working with Federal financial reporting systems;
- Experience in the use of Ellucian's Colleague system or another integrated enterprise system used in higher education;

Character of Duties:

- Overall responsibilities include the management of support services such as accounting, procurement, human resources, IT and auxiliary enterprises. Primary objective is to plan, direct, and coordinate operational activities to ensure the proper and efficient use of resources consistent with mission of RCUOG;
- Oversee financial components for a multitude of grants from various federal, local, and private foundation funding agencies;
- Assist in the development of RCUOG strategic plans;
- Develop accounting and reporting systems to meet the information needs of administrators, Board of Directors, auditors, and external stakeholders;
- Provides reports and information to the University and auditors as part of the University's annual audit;
- Regularly assess financial outcomes, provide reports, provide counsel to assist RCUOG administrators and staff and Board of Directors in efficient, effective, and timely management of financial resources;
- Assess policies, procedures, reporting, systems and internal controls to streamline processes and implement best practices in support of RCUOG's academic, research, and community service mission;
- Develop and administer the annual operations budget to sufficiently allocate resources to meet RCUOG needs;
- Represent the RCUOG's interest with local and federal government officials, auditors and other external contacts
- Plan, assign, supervise, coordinate, and evaluate subordinates in accordance with RCUOG needs and policies;

UOG Station, Mangilao, Guam 96923

Tel: (671) 735-0336/0249/50/51 Email: rcuoghr@triton.uog.edu

The Research Corporation of the University of Guam is an equal opportunity employer and provider.

- Perform other duties as assigned;

Police and Court Clearance:

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

Selected candidate must provide official transcripts prior to hire date.

Work Eligibility:

- Submission of completed job applications authorizes the Research Corporation of the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records).
- All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.
- Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.
- Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.
- Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The Research Corporation of the University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position with the Research Corporation of the University of Guam, you will be required to present valid documents to comply with this law.

The Research Corporation of the University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ ADA Coordinator, located at the EEO/ ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).