



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

August 19, 2024

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 (CNAS – NEXTGEN)

(JOB # RC-24-90)

Application Deadline: Position Open Until Filled

Application Process:

1. Applicants must complete the RCUOG online job application at UOG’s online employment portal at <https://uog.peopleadmin.com/> or
2. Submit hardcopy documents to the RCUOG office located in House #24, Dean Circle, UOG Campus to apply.

For further questions, please email rcuoghr@triton.uog.edu

Salary

Grade K, Step 1, \$19.89 – Step 10, \$27.31 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%.

Minimum Qualifications:

- Bachelor’s degree in Accounting or Business Administration from a U.S. regionally accredited institution or foreign equivalent;
- Two (2) years of work experience performing procurement, accounting, and business transactions and processing duties;

OR

- Associate's degree in Accounting or Business Administration from a U.S. regionally accredited institution or foreign equivalent;
- Five (5) years of experience working in project management, procurement, accounting, and business transactions and processing duties;

Minimum Knowledge, Skills, and Abilities:

- Extensive knowledge of general financial accounting;
- Understanding of and ability to adhere to generally accepted accounting principles;
- Highly proficient with accounting software;
- Strong communication skills, both written and verbal;
- Strong time management and organizational skills with the ability to multi-task;
- Attention to detail and problem-solving skills;
- Proficiency in database management;
- Proficiency in Microsoft Office Suite, Microsoft Teams, and Zoom;
- Ability to execute and manage projects with deadlines;
- Ability to maintain grant records;

Character of Duties:

- Prepare purchase orders, student stipend memos, travel authorizations, requisitions, work with the Research Scholar (Program Manager) to ensure that the paperwork and procedures for each operation are followed, completed, and provide general support the business operations of the grant;
- Track student timesheets & journal entries, uploading into MS Teams and notify students of the timesheet and journal deadlines, including reminders;
- Provide general ledger support including but not limited to: analysis, reconciliation, etc., including tracking all budget expenditures;
- Assist in preparation of drawdowns for payments from collaborators and grantors;
- Maintain accurate and secure physical and digital project financial records and files;
- Provide budget and expenditure support as needed to Project Director, Principal Investigator and Research Scholar (Program Manager);
- Work with the Research Scholar (Program Manager) to ensure that student files are complete and up-to-date;
- Assist the Project Director, Principal Investigator and Research Scholar (Program Manager) with any administrative tasks, as requested;
- Perform other duties 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.

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 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).