



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 University of Guam does not discriminate on the basis of sex in the admission to or employment in its education programs or activities.

A N N O U N C E M E N T

March 16, 2021

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

#049-21 COMPTROLLER

Location:	Administration and Finance/Comptroller's Office
University Information:	<p>The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks beautiful Pago Bay and the University's world-class Marine Biology Lab. The University has 3,900 students, 90% of Asian or Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open admissions institution, the university awards degrees at the baccalaureate and master's levels through its two colleges and three professional schools. Over the next five years, the University will be entering an exciting period of growth linked to anticipated increases in military investments and resultant economic expansion in Guam. Three major University initiatives have been developed to maximize academic and community opportunities during this period: "UOG, the Natural Choice" to encourage local students to aspire to attend college and to choose the University of Guam; "UOG Green" with renewable energy and sustainability central to the initiative; and "UOG Leading Change" on Guam and in Micronesia. Extramural funding from competitive Federal sources as well as contracts is rapidly expanding. Such opportunities along with a critical mass of dedicated and capable administration, faculty, students, and staff make the University of Guam an exciting place to be for many years to come. Information on the University's campus security and fire safety may be accessed at http://www.uog.edu/hro (Under Links).</p>
General Description:	<p>The University of Guam seeks an executive who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.</p> <p>The University of Guam has an active press dedicated to publishing research and writing about Guam and Micronesia. A variety of publishing opportunities are available to UOG faculty, employees, students and members of the communities we serve through the University of Guam Press.</p> <p>The Comptroller, under the general direction of the Vice President for Administration and Finance, and Chief Business Officer (VPAF and CBO), is the University's financial officer responsible for the processes of accounting and reporting, audit, insurance, financial planning/management/control, collections, payroll, procurement and treasury. The Comptroller supports the achievement of institutional purposes and educational objectives through the management of fiscal resources and related financial programs in a manner that creates a sustainable environment for student learning. Financial policies and programs are integrated with and provide funding for the University's academic goals and programs. The position manages University finances, the dimensions of which include: gross revenues and appropriations \$76 million (M), gross payroll \$31M, procurement \$27M, assets \$106M, investments \$14M, capital expenses \$1M, tuition collectibles \$5M, financial aid collectibles \$7M, and an insurance program. The Comptroller directly manages a staff of 22 and administers a departmental budget of \$2.4M. Direct reports include Associate Comptroller-Bursar, Payroll Supervisor and Supply Management Administrator.</p>
Character of Duties:	<p>Primary duties and responsibilities shall include, but not be limited to the following:</p> <ul style="list-style-type: none">• Manage the Business Office, Bursar's Office, Payroll Office, Procurement Office and budgeting/financial planning and management/control/insurance/treasury/Cooperative Extension Service (CES) accounting functions to ensure the proper and efficient use of resources consistent with University's mission to further academic needs and student learning, autonomy, and academic freedom.• Direct accounting, financial and procurement operations which include: financial and management reporting, general accounting, payroll, collections, federal/other grants and contracts, control, audit, cash management, accounting systems, cost accounting, fixed assets risk management and supply management.• Create monthly and annual financial statements and ensure the financial records are audited and that the audit report is completed no later than March 31 of the following year.• Administer the development of short and long-term financial plans integrated with the University's strategic plan that meet objectives for academic quality, student learning and success, community engagement, and institutional effectiveness and efficiency.• Manage financial and procurement systems, processes and support services for accreditation, institutional excellence, financial autonomy, Governmental Accounting Standards Board (GASB) compliance, best practice, and sufficiency of resources.

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- Oversee the University's cash position and interact with appropriate government bodies on budget and cash allocation matters.
- Develop accounting and reporting systems to meet the information needs of administrators and Regents in guiding the University and accrediting bodies, public auditors, and external stakeholders in assessing the University.
- Assess policies, procedures, reporting, systems and controls to streamline processes, integrate responsibilities with academic units, and implement best practices in support of the University's academic, research and community service mission.
- Institutionalize GASB standards for University governmental fund accounting and review transactions, procurement actions, and financial reports, and grant/contract reports statements for compliance with higher education accounting standards, University policies and procedures, and territorial/federal regulations, and grant/contract terms and conditions.
- Collaborate with academic colleges and units to achieve goals related to learning and performance.
- Regularly assess financial outcomes, provide reports, and provide counsel to assist the Board, administrators, college deans, and other academic administrators in efficient, effective, and timely management of University financial resources.
- Administer Comptroller's budget to sufficiently allocate resources to meet academic needs and accreditation standards.
- Serve on University committees including Planning and Budget Advisory Committee and Administrative Council.
- Represent the University's interests with local and federal government officials, public auditors and other external contacts.
- Plan, assign, supervise, coordinate, and evaluate subordinates in accordance with University needs and policies.
- Performs other related duties as assigned by the VPAF.

Qualifications:

Minimum:

- Graduation from a U.S accredited institution or foreign equivalent with a bachelor's degree in accounting or a closely related field.
- Either: a) Certified Public Accountant (CPA); b) Certified Government Financial Management (CGFM); or a Master's degree in a closely related field.
- Five (5) years experience as a manager of accounting functions including preparation of financial statements or auditing financial statements.
- Experience supervising financial professionals.
- Ability to communicate effectively orally and in writing.
- Ability to work effectively with the public, students, employees at all levels, and government officials.

Preferred:

- CPA is a preferred credential.
- Master's Degree in Business Administration (MBA); or Master's Degree in Accounting (MAcc) are preferred degrees.
- Seven (7) or more years experience as a manager of accounting functions including preparation of financial statements or auditing financial statements.
- Audit experience and university procurement experience desired.
- Higher Education Experience is desired.

Salary Level:

\$82,072 - \$123,108 per annum

Appointment/ Relocation:

The position is a full-time (12 month) academic administrative appointment. The University provides relocation assistance to new employees if hired off-island on a three-year initial contract. Provided are travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents. Insurance of household goods, if desired, is at the employee's expense.

Benefits:

Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), annual leave, sick leave, and the Government of Guam retirement plan.

Application Process:

Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at <https://uog.peopleadmin.com>. Please have the following documents prepared and ready to upload with your application:

- (1) Letter of application that describes candidate's qualifications
- (2) Curriculum vitae
- (3) Copies of all graduate and undergraduate transcripts
- (4) CPA or CGFM Certification

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Special Instructions for References: Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the “Add References Entry” button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference’s email address with a link to attach their reference letter to your application.

Selected candidate must provide official transcripts prior to hire date. For further information, please contact Mr. Randall V. Wiegand, Search Committee Chair, wiegandr@triton.uog.edu or the Human Resources Office at uoghro@triton.uog.edu, telephone number, (671) 735-2350 or fax number at (671) 734-6005.

Police and Court Clearance: Pursuant to Public Law No. 28-24 and Executive Order 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.

**Application
Deadline:**

Application will be received no later than April 15, 2021 (Chamorro Standard Time/UTC+10).

(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)

For further information about the University of Guam, visit our Web Site at <http://www.uog.edu>. General information about Guam is available at <http://www.visitguam.org>. For local newspapers, The Pacific Daily News is available at <http://www.guampdn.com> and The Guam Daily post is available at <http://www.postguam.com>.

**Work
Eligibility:**

Submission of completed job applications authorizes 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 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 University of Guam, you will be required to present valid documents to comply with this law.

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

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).



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JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer