

DATE POSTED: June 21, 2019
CLOSING DATE: July 01, 2019 – 5:00 P.M.

**EXPLORE
YOUR
WORLD**



Job Announcement

The following full-time position is available in our organization. Interested applicants who meet the Minimum Qualification Requirements must submit an IT&E employment application form to the Human Resource Office no later than the posted closing date above.

JOB TITLE: FINANCIAL ANALYST
DEPARTMENT: FINANCE AND ACCOUNTING
LOCATION: GUAM
SALARY LEVEL: 5
STARTING SALARY: \$32,469.00 (negotiable based on experience)
FLSA STATUS: EXEMPT
JOB POSTING #: #7310/ #G-55-2019-06

Job Summary:

The Analyst will primarily handle cash-related transactions, oversee the team tasks to handle the development, evaluation, recommendation of improvements and documentation of financial processes, policies and procedures, to ensure that financial and operational controls are in place; and that the various departments adhere and comply with such Company-established processes and procedures as it impacts on the overall effectiveness of the Company's financial management systems. Responsibilities shall also include the supervision of the conduct of cash management-related and cost accounting-related functions.

Essential Duties and Responsibilities:

The Employee will:

1. Know and uphold established IT&E Mission, policies and procedures, Department and Division objectives, quality assurance and safety programs and standards.
2. Establish processes to allow the conduct of control risk assessments on a regular basis, develop and recommend improvements in financial processes, policies and procedures, as well as provide documentation of such policies and procedures;

3. Review/prepare bank reconciliation statements; cash flows and cash forecasts reports; review collection reports, review check requisitions for proper authorization, including supporting documentation, and coding as required by IT&E and regulating bodies.
4. Review reports and processes done by the Regional Office Headquarters shared services (CGS) and closely coordinate with them to ensure SLAs are met.
5. Generate and review weekly vendor invoices endorsed for payment and process online bank payment accordingly.
6. Perform timely and accurate preparation of monthly Gross Receipt Tax returns.
7. With supervision provided by the Financial Accounting Manager:
 - a. Ensure the accuracy of all cash-related transactions entering assigned accounting system.
 - b. Assist in the preparation of financial reports and analyses;
 - c. Assist in month-end close; participate in month-end management financial reviews.
 - d. Assist other staff and functional areas in their areas of responsibility, as needed.
8. Perform other related duties or tasks as may be assigned or required.

Minimum Qualification Requirements:

Education: Bachelor's Degree from an accredited college or university in accounting or finance or related field

Work Experience: Three years of related job experience; preferably in a Telecommunications business environment

Licensure/Certification/Professional Association:

Certified Public Accountant (CPA) preferred

Special Knowledge, Skills and Abilities:

1. Knowledge of:
 - a. Basic principles and practices of office administration, communications and basic customer service etiquette
 - b. Administrative and clerical procedures and systems such as computer operations, managing files and records, designing forms, maintaining property inventory and other office procedures and terminology
 - c. GAAP, GAAS, IFRS, and related-Finance/Accounting practices
 - d. Proficient in Microsoft Office Suite.
 - e. Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar
2. Skills in:
 - a. Managing human and material resources
 - b. Managing one's own time
 - c. Analyzing performance results to determine methods of improving service
 - d. Preparing written reports, statistics and analyses
 - e. Use of personal computer hardware and Microsoft software programs to include MS Excel, Access, MS Outlook and Word

3. Ability to:
 - a. Communicate clearly, concisely and accurately with all levels of staff, customers and the general public, both verbally and in writing
 - b. Work as part of a team and provide assistance and guidance to other team members
 - c. Learn, maintain and advance usage skills in the job-specific aspects of various computer hardware and software
 - d. Make logical and sound decisions in the resolution of difficult and complex situations
 - e. Perform in a self-directed, hard-working, creative and forward thinking manner

As an Equal Opportunity/Affirmative Action Employer, we afford equal opportunity to all applicants and employees for hire and promotion without regard to race, color, origin, gender, age, marital status, religion, veteran status, gender identity, sexual orientation, pregnancy or disability or genetic information.

IT&E is a Drug Free Workplace