



OFFICE OF PUBLIC ACCOUNTABILITY

Job Announcement

Doris Flores Brooks
Public Auditor

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of

SUPERVISING ACCOUNTABILITY AUDITOR (2.353)

Announcement Number: OPA 18-05

Open: Friday, June 8, 2018

Close: Friday, July 6, 2018

Pay Grade: OPEN: Q-01; \$60,482 P/A – Q-07; \$75,602 P/A
 PROMOTION: Q-01; \$60,482 P/A – Q-18; \$106,599 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam retirement, please visit www.ggrf.com. For other information, please visit Department of Administration website www.hr.doa.guam.gov.

Who Can Apply

Open to all Government of Guam employees and the public.

Necessary Special Qualification

Possession of a valid driver's license may be required.

Qualification Requirements

Six (6) years of auditing or equivalent work experience (of which one (1) year was served in a supervisory capacity); AND Bachelor's degree from a recognized college or university in Accounting, Auditing, Human Resources Management, Information Technology, Business Management, Marketing, Finance, Economics, Political Science, Public Administration, Computer Science, or related field; AND one (1) of the following certifications: (1) Certified Public Accountant (CPA); (2) Certified Government Financial Manager (CGFM); (3) Certified Fraud Examiner (CFE); or (4) Certified Internal Auditor (CIA); or

Six (6) years of auditing or equivalent work experience (of which one (1) year was served in a supervisory capacity); AND Master's degree from a recognized college or university in any field of Business (to include, but not limited to Accounting, Auditing, Human Resources Management, Information Technology, Business Management, Marketing, Finance, Economics, Political Science, Public Administration, or related field).

Nature of Work

This is a supervisory position that manages audit work and procurement appeals under the Office of Public Accountability (OPA). This is highly responsible professional work concurrently supervising multiple assignments and teams. The incumbent is responsible for complex OPA audit work, which involves performance, financial, and compliance audits, and evaluations of varied Government of Guam programs, functions, and activities ensuring applicable audit standards are met. This may include reviewing audit plans, suggesting audit topics, developing audit objectives, etc. The position may also supervise the administration of procurement appeals and assist the Public Auditor with adjudicating procurement appeals. Under the general direction of the Public Auditor, the Accountability Director, and the Managing Accountability Auditor, this position exercises decision making in accordance with applicable laws and regulations, auditing and accounting principles, and program objectives.

Illustrative Examples of Work

Participates in OPA's periodic strategic planning. Assists in the preparation of the annual audit plan, annual report, and other annual, multiyear, or similar types of long-range work plans or schedules. Assists in the implementation

of and updates to the OPA Audit Manual. Supervises complex, technical, and sensitive performance, financial, and compliance audits effectively allocating resources and monitoring progress. Reviews audit objectives, scope, plan, program steps, staff assignments, and time budgets ensuring adherence to the annual audit plan, Public Auditor's direction, and applicable audit standards. Reviews and monitors audit plans and programs to ensure appropriate steps are included to obtain, analyze, and evaluate data to answer audit objectives. Prepares and reviews audit results and determines significance of findings and assures sufficient and appropriate evidence support conclusions. Prepares and reviews practical recommendations to correct adverse conditions and addresses underlying causes. Reviews and edits draft reports, including executive summaries, ensuring audit results and recommendations are effectively communicated, grammatically correct, and written according to applicable audit standards and formats. Participates in meetings with representatives of audited organizations to establish a cooperative relationship, devises concerted approaches to findings, and provides guidance on audit recommendations. Serves as the independent Quality Assurance Reviewer for performance and financial audits to ensure conformance with acceptable quality control standards. Serves as the independent Quality Assurance Reviewer for procurement appeals decisions and may be called upon to provide his/her view of the appeal from the "prudent man" perspective. Prepares performance evaluations and takes corrective actions to address staff performance issues and recommends specific training for staff. Provides professional leadership and guidance to staff contributing to appropriate development of the audit team (i.e., on-the-job training, coaching/mentoring, etc.). Serves on evaluation committees for OPA contracted services and other office-related procurement. Assists the Accountability Director and Managing Accountability Auditor in coordinating periodic peer reviews. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of: auditing and accounting principles and standards, including GAAP, GAAS, GAS, and ISSAIs, and other accounting, auditing, and investigative standards; pronouncements, concepts and practices professed by COSO, GASB and other standards setting bodies; federal and local laws, legal codes, court procedures, government rules and regulations, executive orders, and policies related to the management and accountability of the Government of Guam; government programs and operations, financial management systems, government procurement, grants, and internal control systems; the procurement appeals process; economic principles, financial markets, banking, and analyses and reporting of financial data; principles of management structures, project management, strategic planning, and leadership. **Ability to:** supervise a wide range of audit work; effectively communicate professional reports, briefings, and testimonies; identify, analyze, solve complex problems, and make appropriate recommendations; make appropriate judgments, formulate potential actions, and decide the most appropriate one; work individually and in teams with techniques of organizing and motivating groups to promote staff morale; proficiently review, edit, and provide constructive feedback to staff on work papers, correspondences, etc.; manage projects by initiating, planning, executing, monitoring, and controlling projects to efficiently and effectively meet milestones. **Skill to** proficiently use software such as MS Office, Prezi, QuickBooks, TeamMate, or others.

Educational and Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. Employment in the service of the Government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certificate program from a recognized accredited or certified vocational technical institution, pursuant to Public Law 29-113.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of

the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam.

Examination Requirements

A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligible referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified on your start date.

Letter of Interest and Resume

Submit a letter of interest and latest resume along with job application.

Where to Apply

Submit job applications at the Office of Public Accountability, Suite 401 DNA Building, 238 Archbishop Flores Street, Hagatna, GU 96910, between the hours of 8:00 am to 5:00 pm, Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examination or interviews.

For more information, call or visit us at the Office of Public Accountability at 671-475-0390. In addition, job announcements and job application forms are accessible through the Office of Public Accountability's website at www.opaguam.org.



DORIS FLORES BROOKS, CPA CGFM
Public Auditor

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER, WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.