Lourdes A. Leon Guerrero
Governor
Joshua F. Tenorio
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)
DIRECTOR'S OFFICE
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TEL: (671) 475-1101/1250 * FAX: (671) 477-6788

Edward M. Birn
Director
Edith C. Pangelinan
Deputy Director

MAY 0 1 2019

HRD NO.: 18-913B

Honorable Speaker Tina Muña Barnes
I Mina'trentai Singko Na Liheslaturan Guåhan
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96910

RE: Creation of Position – Chief Financial Officer (DOA)

Dear Speaker Muña Barnes:

Buenas yan Håfa Adai! I Mina'trentai Singko Na Liheslaturan Guåhan is respectfully requested to file for record the creation of the Chief Financial Officer position within the classified service, pursuant to §6303, Title 4 of the Guam Code Annotated.

The Chief Financial Officer position will be located within the Department of Administration, Division of Accounts. Pursuant to the Personnel Management Modernization Act of 2006, Public Law 28-112, all requirements for the creation of the position have been fulfilled (attachments).

Should you have any questions or require additional information, please contact the Classification and Pay Branch, Human Resources Division at 475-1265/1201/1123. *Dångkolo na Agradesimiento!*

EDWARD M. BIRN, Director
Department of Administration

Attachments

Acknowledged By:
Matthew

Office of the Speaker
I Mina'trentai Singko Na Liheslaturan Guåhan

Date: ~~10~~ 05/03/19 10:02 AM

35GL-19-0476
Speaker Tina Rose Muña Barnes

MAY 0 3 2019
Time 10:02 (X)AM ( )PM
Received By: Matthew

2019 MAY -3 AM 10:21

0476

NATURE OF WORK IN THIS CLASS:

This is highly responsible administrative and management work in accounting and budgeting as the manager of the central accounting department for the General Fund, Special Funds and government-wide funds for the government of Guam. The Chief Financial Officer advises the Director of Administration on all matters pertaining to the management and performance of, in accordance with Government Accounting Standards Board pronouncements, financial operations, control and reporting, including accounts receivable, accounts payable, fixed assets, budget management and control, department and agency allotments and disbursements, budget preparation, financial information systems, credit management, collections, fiscal planning, financial statement preparation, investing and payroll. The Chief Financial Officer helps to promote a customer-management service attitude and serves as the executive officer directly responsible for providing leadership and general management of the Division of Accounts, Department of Administration.

An employee in this class is the highest level accounting position responsible to manage complex budget, accounting and payroll functions having government-wide impact. Work involves wide latitude for independent judgment and discretion in the performance of assigned duties to develop, plan, coordinate and implement budget and fiscal operations to meet the direction of the Director of Administration. This position manages accounting, payroll and Treasurer of Guam departments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples represent many of the duties which may be assigned to incumbents of this position. However, it may not include all duties that are required of the position.)

Create, coordinate and evaluate the financial programs and supporting information systems of the Department of Administration (DOA) to include budgeting and safeguarding of assets for governmental funds and government-wide funds.

Oversee the approval and processing of revenue, expenditure and fund balance documents, department budgets, salary updates, general ledger, account maintenance and data entry for governmental funds and government-wide funds.

Oversee all aspects of accounting, including cash flow planning, reporting, organizational and departmental budgeting and forecasting.

Ensure the timely and accurate preparation of financial statements, financial reports, special analysis and information reports that are used by the staff of the administration's departments, the Legislature of the government of Guam and bond rating agencies.

Approve and coordinate changes and improvements in automated financial and management information systems used by DOA.

Analyze cash flow, cost control and expenses.

Doc. No. 35GL-19-0476.

Analyze financial statements to identify and correct weak areas and provide recommendations and solutions.

Develop and implement finance, accounting, billing and auditing procedures and ensure compliance with local, state and federal reporting requirements. Ensure compliance with federal financial standards as required by Single Audit (OMB Circular A-133).

Ensure records systems are maintained in accordance with generally accepted accounting principles.

Interact with senior accounting staff to provide consultative support to planning initiatives through financial and management information analysis, reports and recommendations.

Serve as a member of executive leadership teams.

Serve on planning and policy making committees.

Ensure financial alignment with departmental plans and goals.

Establish and monitor government of Guam investment strategies and policies in accordance with the objectives set by the Director of Administration.

Develop and direct the implementation of strategic business and/or operational plans, projects, programs and systems.

Establish and implement short and long range finance departmental goals, objectives, policies and operating procedures.

Manage a complex financial system consisting of multiple/varied funds (general fund, grants, capital projects, charge-backs, etc.).

Establish standard financial policies, procedures and processes for use by fiscal and operational staff; supervise and direct data collection for the preparation and maintenance of financial reports.

Oversee preparation of the annual budget, grant budgets and related accounting and budget work; monitor expenditures in accordance with budget allocations; review and approve budget transfer requests.

Manage the establishment of fiscal goals, audits of financial documents and the preparation and maintenance of fiscal reports.

Meet with auditors to respond to questions and determine any adjustments as a result of findings.

Responsible for the development and distribution of applicable budget and payroll information to department managers, supervisors and other staff.

Appear before the Guam Legislature to present information related to the development and execution of the annual department budget.

Ensure consistent interpretation of laws, rules, policies and procedures.

Ensure effective communication with departments and staff to facilitate and ensure adherence to policies and procedures.

Has authority to evaluate budget and fiscal system performance and make ongoing adjustments.

Establish and supervise comprehensive fiscal processes, procedures and controls in accordance with federal, state and local regulatory requirements and Generally Accepted Accounting Practices (GAAP).

Perform related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of federal, state and local laws, rules and regulations related to fiscal operations such as financial management, control and budgeting.

Knowledge of accepted U.S. Accounting Practices, Governmental Accounting Standards Board (GASB) pronouncements, theories, concepts and terms.

Knowledge of economic principles and practices, global financial markets and banking.

Knowledge of fiscal management, administrative procedures and relevant laws and regulatory department/agency requirements.

Knowledge of financial accounting presentation and related software.

Ability to analyze complex fiscal problems and to make sound policy and procedural solution recommendations.

Ability to implement recommendations independently and through the direction of subordinate staff.

Ability to communicate effectively both verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.

Ability to coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

Skill in performing analysis and making recommendations for the development, implementation and maintenance of financial management and accounting systems.

MINIMUM EXPERIENCE AND TRAINING:

A. Ten (10) years of progressive experience in senior level finance or accounting position in a large public or private entity, five (5) years of supervisory experience in two (2) of the following: accounting, auditing, budgeting or closely related field, and graduation from a recognized college or university with a Master's Degree in Accounting, Finance, Economics, Business or Public Administration, or a recognized professional qualification; or

B. Seven (7) years of progressive experience in senior level finance or accounting position in a large public or private entity, nine (9) years of supervisory experience in two (2) of the following: accounting, auditing, budgeting or closely related field and graduation from a recognized college or university with a Bachelor's Degree in Accounting, Finance, Economics, Business or Public Administration, or a recognized professional qualification.

PREFERRED QUALIFICATIONS:

A valid and current Certified Public Accountant (CPA) Certificate.

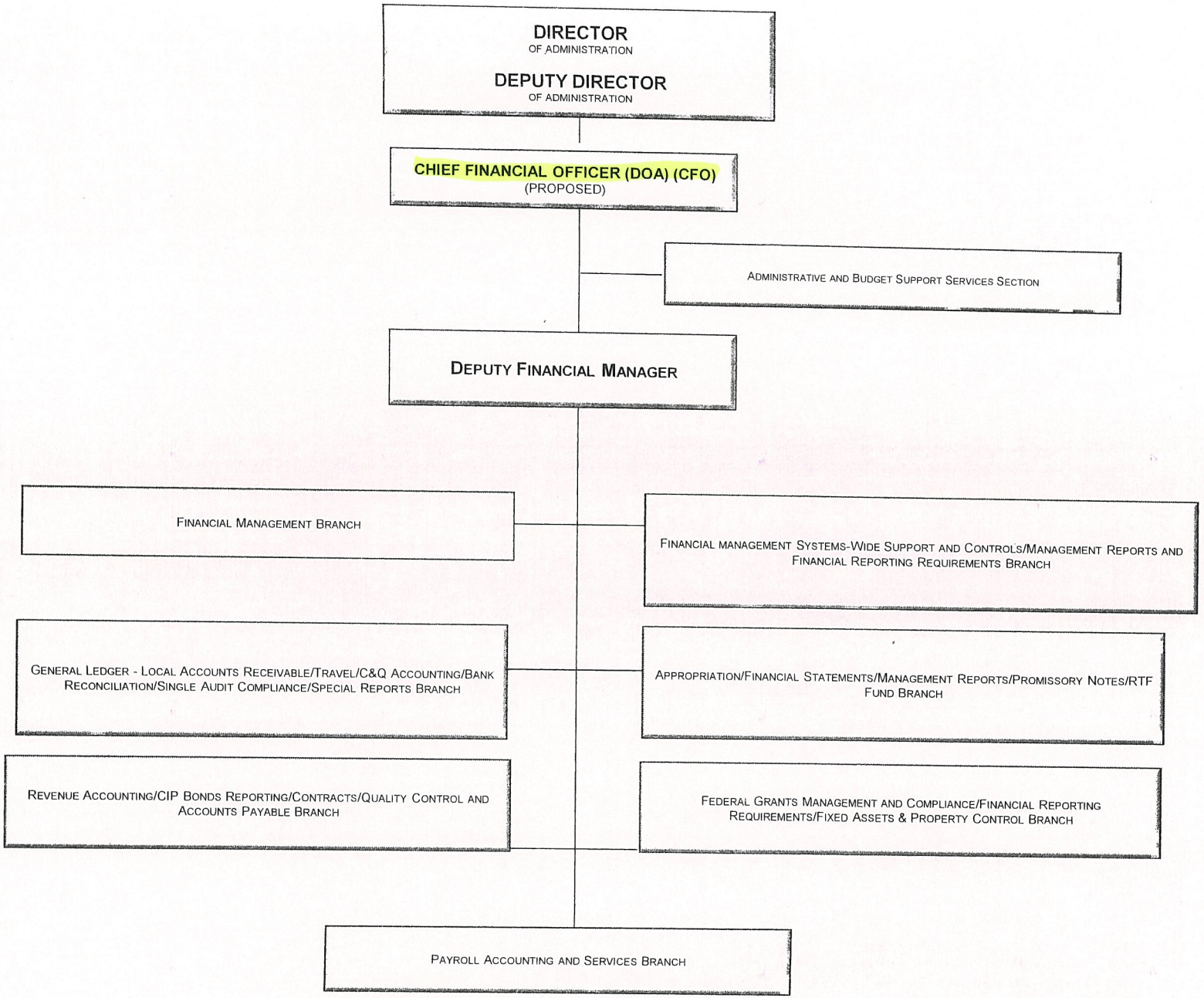
ESTABLISHED: **APRIL 2019**

FLSA STATUS: **EXEMPT**

PAY GRADE: **U** **(U-1; $81,522 P/A – U-18; $143,682 P/A)**

EDWARD M. BIRN
Director, Department of Administration

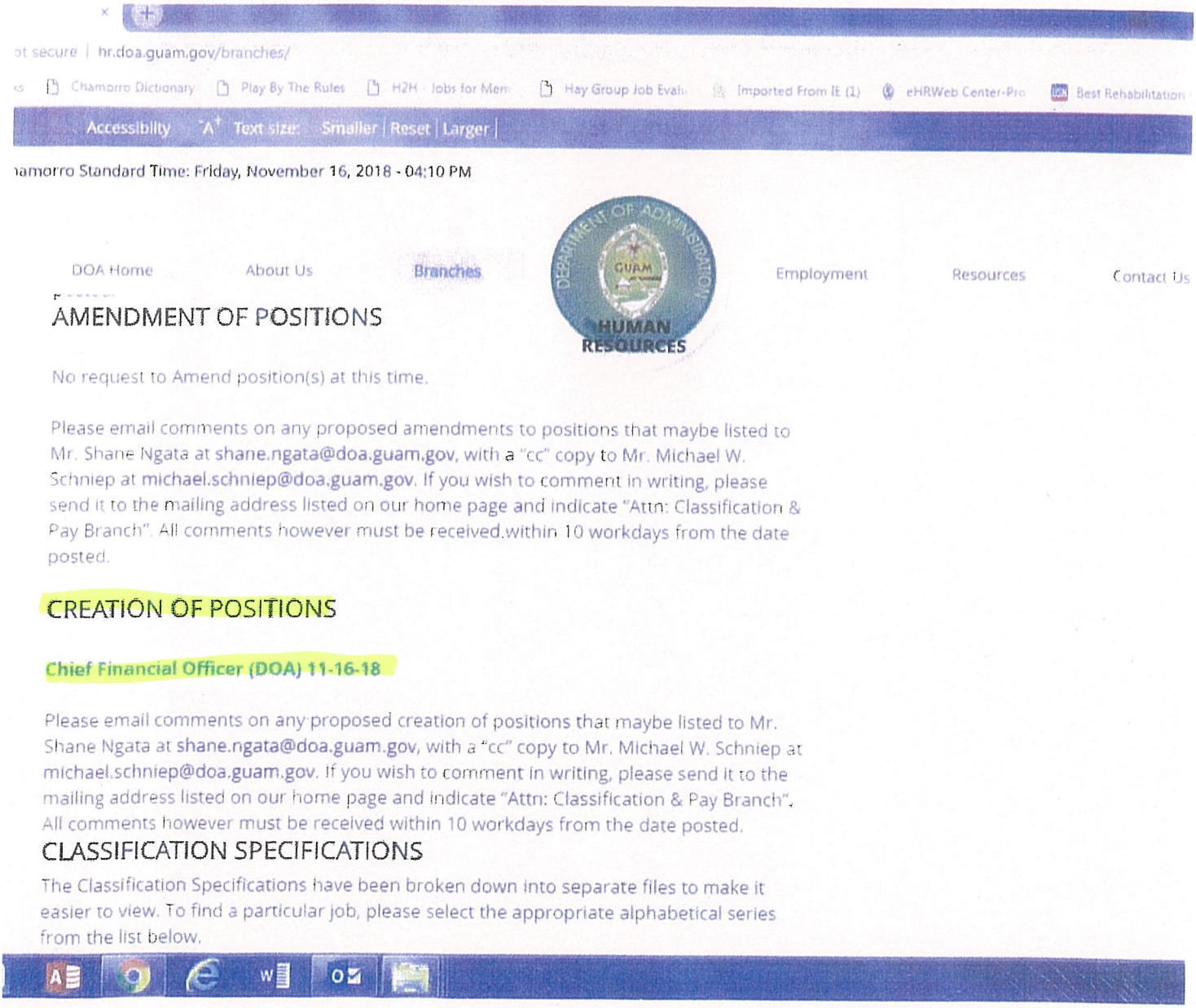
LOURDES A. LEON GUERRERO
Governor of Guam


DIRECTOR
OF ADMINISTRATION
DEPUTY DIRECTOR
OF ADMINISTRATION
CHIEF FINANCIAL OFFICER (DOA) (CFO)
(PROPOSED)
ADMINISTRATIVE AND BUDGET SUPPORT SERVICES SECTION
DEPUTY FINANCIAL MANAGER
FINANCIAL MANAGEMENT BRANCH
FINANCIAL MANAGEMENT SYSTEMS-WIDE SUPPORT AND CONTROLS/MANAGEMENT REPORTS AND FINANCIAL REPORTING REQUIREMENTS BRANCH
GENERAL LEDGER - LOCAL ACCOUNTS RECEIVABLE/TRAVEL/C&Q ACCOUNTING/BANK RECONCILIATION/SINGLE AUDIT COMPLIANCE/SPECIAL REPORTS BRANCH
APPROPRIATION/FINANCIAL STATEMENTS/MANAGEMENT REPORTS/PROMISSORY NOTES/RTF FUND BRANCH
REVENUE ACCOUNTING/CIP BONDS REPORTING/CONTRACTS/QUALITY CONTROL AND ACCOUNTS PAYABLE BRANCH
FEDERAL GRANTS MANAGEMENT AND COMPLIANCE/FINANCIAL REPORTING REQUIREMENTS/FIXED ASSETS & PROPERTY CONTROL BRANCH
PAYROLL ACCOUNTING AND SERVICES BRANCH

Catherine P Borja

From: Francis N Flisco
Sent: Friday, November 16, 2018 4:12 PM
To: Shane G Ngata
Cc: Catherine P Borja
Subject: Proof Posting Creation of Chief Financial Officer

Please see below as proof of posting the creation of the Chief Financial Officer position:



ot secure | hr.doa.guam.gov/branches/

Chamorro Dictionary | Play By The Rules | H2H - Jobs for Mem | Hay Group Job Evalu | Imported From IE (1) | eHRWeb Center-Pro | Best Rehabilitation

Accessibility | A+ Text size: Smaller | Reset | Larger |

amorro Standard Time: Friday, November 16, 2018 - 04:10 PM

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DEPARTMENT OF ADMINISTRATION GUAM HUMAN RESOURCES

AMENDMENT OF POSITIONS

No request to Amend position(s) at this time.

Please email comments on any proposed amendments to positions that maybe listed to Mr. Shane Ngata at shane.ngata@doa.guam.gov, with a "cc" copy to Mr. Michael W. Schniep at michael.schniep@doa.guam.gov. If you wish to comment in writing, please send it to the mailing address listed on our home page and indicate "Attn: Classification & Pay Branch". All comments however must be received.within 10 workdays from the date posted.

CREATION OF POSITIONS

Chief Financial Officer (DOA) 11-16-18

Please email comments on any proposed creation of positions that maybe listed to Mr. Shane Ngata at shane.ngata@doa.guam.gov, with a "cc" copy to Mr. Michael W. Schniep at michael.schniep@doa.guam.gov. If you wish to comment in writing, please send it to the mailing address listed on our home page and indicate "Attn: Classification & Pay Branch". All comments however must be received within 10 workdays from the date posted.

CLASSIFICATION SPECIFICATIONS

The Classification Specifications have been broken down into separate files to make it easier to view. To find a particular job, please select the appropriate alphabetical series from the list below.

Sincerely,

Francis Flisco
Supervisor, Regulatory & Compliance Branch

Catherine P Borja

From: Catherine P Borja
Sent: Friday, November 30, 2018 10:14 AM
To: 'mindy@postguam.com'; 'editor@postguam.com'; 'newsdirector@kuam.com'; 'gua-newsroom@guam.gannett.com'; 'news@sorensenmediagroup.com'; 'sabrina@kuam.com'
Cc: Shane G Ngata; Francis N Flisco
Subject: Notice of Proposed Creation of Position - Chief Financial Officer
Attachments: Proposed Creation CFO.pdf

Hafa Adai:

In accordance with 4 GCA §6303.1(a), the attached Notice of Proposed Creation of Position is provided.

Si Yu'us Ma'ase.

CATHY P. BORJA

Personnel Specialist
Classification & Pay Branch
Department of Administration
Human Resources Division
Ph: (671) 475-1131 Fax: (671) 477-3671
catherine.borja@doa.guam.gov
www.hr.doa.guam.gov

Save a tree... please don't print this e-mail unless you really need to.

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