



JOB ANNOUNCEMENT

The Guam Solid Waste Authority is establishing a list of qualified applicants for the position of:

Position Title: ASSISTANT COMPTROLLER (Unclassified)	Announcement Number: GSA-25-008
SALARY: COMMENSURATE WITH EXPERIENCE MINIMUM: \$90,000 PER ANNUM	Open Date: April 28, 2025 Closing Date: Until filled

The Guam Solid Waste Authority (GSWA) is searching for a qualified individual for the position of Assistant Comptroller. The Assistant Comptroller shall devote his/her time to the business of the Authority and shall have full charge and control, subject to the direction of the Comptroller of the Accounting/Budget department.

MINIMUM QUALIFICATIONS:

The Assistant Comptroller shall, at a minimum, possess the following qualifications:

- 1) A minimum of six (6) years of professional accounting and/or auditing experience; **AND**
- 2) A minimum of four (4) years of professional supervisory and managerial experience; **AND**
- 3) Graduation from an accredited institution of higher education with a Bachelor’s degree in Accounting, Finance, Business Administration or Public Administration.

JOB OVERVIEW:

The Assistant Comptroller shall report and is responsible to the Authority’s Comptroller, for the preparation of the Authority’s financial reports on a periodic basis, assist with the preparation and maintenance of the Authority’s budget and accounting records, provide accurate financial records for auditing purposes and ensure that all accounting practices within the Authority are in compliance with legal guidelines and established accounting principles.

The Assistant Comptroller shall also assist with the establishment of internal controls and policies, for the resolution of any financial discrepancies. The Assistant Comptroller is also responsible for the supervision and direction of the accounting staff of the Authority.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples of work do not list all the duties which may be assigned; any one position may not include all the duties listed)

- Create financial statements for upper management
- Prepare monthly, quarterly and yearly financial reports
- Assist the Comptroller with the preparation of the budget
- Ensure all accounting practices are in compliance with legal guidelines and established accounting principles
- Working with the company financial team to create internal controls, policies and procedures
- Identify solutions for discrepancies in financial records
- Assist in managing the Accounting, Budget, Scale Attendant, and Cashier personnel of GSWA
- Assist in reviewing the maintenance of Fixed Assets and Fleet Maintenance and Repairs
- Assist in the automation of the accounting and budget management system
- Assist in providing financial information to independent and internal auditors
- Assist in reviewing direct payment, journal vouchers and invoices
- Other duties assigned by the Comptroller, General Manager and Board Members

HOW TO INQUIRE:

Call or visit the Guam Solid Waste Authority Building, Human Resources Department at (671) 646-3215. In addition, job announcements and job application forms are accessible through the Guam Solid Waste Authority's website at www.gswa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or you can email antoINETte.martinez@gswa.guam.gov for additional information.

DRUG SCREENING:

All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

PROHIBITION:

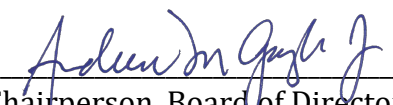
Pursuant to Public Law No. 28-98: "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam."

IMPORTANT INFORMATION: Public Law 99-603 (8 USC § 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

Submission of completed job applications authorizes the GSWA 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.

POLICE AND COURT CLEARANCE: 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 of your start date.


Chairperson, Board of Directors
GUAM SOLID WASTE AUTHORITY

WE ARE AN EQUAL OPPORTUNITY EMPLOYER