



## Chief Financial Officer

(Full-Time Position, Onsite)

Guam Football Association

230 Harmon Loop Road, Dededo, Guam

ABOUT US: [www.guamfa.com](http://www.guamfa.com)

Guam FA, a Guam not-for-profit organization, is searching for a Chief Financial Officer to lead the Finance Team. We are looking for an individual who has a great attitude with leadership skills, works well in a team-oriented environment, possesses multi-tasking and problem solving skills, has a solid foundation in accounting and QuickBooks, and possesses excellent communication skills. Responsibilities include directing and overseeing the financial activities of the organization, providing strategic planning, and managing the day-to-day accounting functions, e.g., the general ledger, billing, vendor payments, bank reconciliations, and payroll. This position reports to the General Secretary.

You will be an integral part of achieving specific goals and objectives of the **GFA Strategic Plan 2023-2026 "Growth Planning for the Next Generation"**.

### What We Offer

- Competitive salary and benefits (commensurate with experience);
- Training and development opportunities;
- Travel opportunities;
- Chance to make an impact in the community.

### Job Summary

As Chief Financial Officer, you will:

- Review financial statements and report to the General Secretary and the Finance & Risk Committee
- Prepare and/or review budgets and reports to achieve objectives
- Coordinate audits and provide requested information to external auditors for the annual statutory audit, as well as FIFA and AFC Central Reviews
- Guide management and committees with financial decisions
- Manage revenue and cash deposits
- Calculate league fees and issue invoices to customers
- Review monthly bank reconciliations
- Review and process payroll



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- Ensure compliance with legal and regulatory requirements by preparing and timely filing Form 990, payroll tax returns, 1099 forms, and all applicable forms and documents required for a non-profit organization
- Review pay sheets and invoices, and ensure timely payments to all vendors
- Respond to financial inquiries by gathering, analyzing, summarizing, and interpreting data
- Maintain the chart of accounts and an orderly accounting system
- Develop and maintain accounting policies and procedures to ensure timely and accurate financial statements in accordance with accounting principles and policies
- Maintain a system of internal controls over accounting transactions

### Skills, Qualification, and Experience

- Bachelor's degree in Accounting (minimum)
- Certified Public Accountant (CPA) preferred but not required
- 5+ years of progressive accounting experience, preferably in public accounting
- Advanced knowledge of QuickBooks and Microsoft suite, especially Excel
- Extensive experience with journal entries, payroll, and general accounting processes
- Solid knowledge of U.S. GAAP
- Excellent verbal and written communication skills

To be considered for this position, you must be able to demonstrate your right to work in Guam.

**Closing Date:** Please apply by 5:00 pm, July 3, 2023 (earlier applications encouraged)

**Submit Resume/CV and completed application to:** [eun.jang@theguamfa.com](mailto:eun.jang@theguamfa.com)

**Interview Dates:** To be coordinated with the applicant upon receipt of the application

**Start Date:** July 2023

*If you have any questions or would like to arrange an informal discussion about the role, please contact [eun.jang@theguamfa.com](mailto:eun.jang@theguamfa.com).*

