

June 1, 2025



## **ACCOUNTING OFFICER**

Location: Harmon, Guam

Job Type: Full-time | Onsite

Reports To: Chief Financial Officer (CFO)

The Guam Football Association (GFA) is seeking for an Accounting Officer to support the Finance Department in the day-to-day operations and reporting processes, with direct collaboration under the Chief Financial Officer.

### *Responsibilities*

- Maintain and update the chart of accounts and accounting records in QuickBooks
- Monitor accounts payable and receivable, including invoice generation and vendor payments
- Perform monthly bank reconciliations
- Manage journal entries and general ledger activity
- Oversee payroll processing and ensure compliance with payroll tax reporting
- Support with the annual statutory audit, and FIFA and AFC central reviews
- Assist with the budget development, monthly financial statements, and strategic financial planning
- Handle other accounting-related duties and special projects as assigned

### *Qualifications*

- Bachelor's degree in Accounting or related field (minimum)
- Proficiency in QuickBooks and Microsoft Excel
- High attention to detail and excellent organizational details
- Ability to work independently, meet deadlines, and manage multiple priorities
- Excellent verbal and written communication skills

### *Compensation and Benefits*

- Salary Range: \$40,000 - \$55,000 annually  
(Final offer will be based on experience and fit)
- Health and dental insurance coverage
- Paid vacation and holidays
- Opportunities for travel, training, and professional development



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, June 13, 2025**

Submit Resume/CV and completed application to: [gladys.sazon@theguamfa.com](mailto:gladys.sazon@theguamfa.com)

Applications will be reviewed on a rolling basis until the position is filled.  
Interview dates will be coordinated with the applicant.

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