

August 7, 2025



GOLDEN MOMENTS, LASTING LEGACIES

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



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

Applications to be accepted until: Position filled

Submit Resume/CV and completed application to: 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.