

 <b>JUDICIARY OF GUAM</b>		HUMAN RESOURCES OFFICE JOB STANDARD
<b>CLASSIFICATION TITLE:</b> <b>CHIEF FINANCIAL OFFICER</b>		ESTABLISHED DATE: December 2025
PAY GRADE:  <b>EX-T</b>	TOTAL HAY EVALUATION POINTS:  <b>994</b>	POSITION STATUS:  [ <input type="checkbox"/> ] Classified [ <input checked="" type="checkbox"/> ] Unclassified [ <input checked="" type="checkbox"/> ] FT [ <input type="checkbox"/> ] PT
<b>FLSA CATEGORY:</b> [ <input checked="" type="checkbox"/> ] Exempt [ <input type="checkbox"/> ] Non-Exempt		EEO CATEGORY: Administrator
<b>REPORTS TO:</b> Administrator of the Courts		<b>APPROVED BY:</b> DANIELLE T. ROSETE <i>D. Rose</i> Administrator of the Courts

**NATURE OF WORK:**

This is an executive management level position responsible for ensuring strategic financial leadership for the Judiciary of Guam. The incumbent ensures the integrity, accountability, and effective management of all fiscal operations, with a strong emphasis on auditing, compliance, internal controls and long-term fiscal sustainability.

An employee in this class administers the financial policies, systems, and programs in alignment with the Court's mission, strategic goals, and statutory and regulatory requirements, including the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP).

**ESSENTIAL FUNCTIONS:** (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Provides strategic oversight, technical expertise, and internal controls necessary to safeguard public funds and support informed decision making at all levels of court administration.

Aligns all fiscal operations with the Judiciary's strategic direction, mission, and long-term financial objectives.

Organizes, plans and coordinates the negotiation of high value contracts and financial borrowing.

Provides in consultation with management, the development and negotiation of contract terms and conditions, and the management of contract performance while ensuring value for money and compliance with relevant laws and standards.

Monitors all facilities maintenance and improvement projects and provides financial planning for high value purchases and replacement of fixtures, equipment and other capital assets.

Ensures sound financial, budgeting, and procurement practices in the management of court resources.

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Leads fiscal forecasting, multi-year budget modeling, and resource allocation to support executive and policy level decision-making.

Serves as the Court's primary advisor on fiscal sustainability, investment planning, and financial risk management.

Directs financial modernization initiatives, including automation and technology-driven solutions to improve efficiency and reporting.

Develops and recommends fiscal policies to the Judicial Council and executive leadership.

Ensures compliance with statutes, regulations, accounting standards, and fiscal policies through systematic monitoring, auditing and oversight frameworks.

Establishes and maintains strategic internal controls and accountability systems across all fiscal operations.

Prepares high-level executive reports on financial performance, capital projects, and funding outcomes.

Presents complex financial data and recommendations in a clear and persuasive manner to inform policy and operational decisions.

Represents the Judiciary before oversight bodies and legislative committees on fiscal matters.

Adheres to and complies with all promulgated policies, standards, and codes of ethical conduct.

Performs other related duties as required.

**COMPETENCIES:**

1. Visionary Leader & Strategist.
2. Innovative & Resourceful.
3. Results Driven.
4. Diplomatic & Politically Astute.
5. Initiates & Leads Change.
6. Exceptional Business Acumen.
7. Motivates & Inspires Others.
8. Establishes & Executes Multiple Priorities.

Competencies are the capabilities or skill sets essential for all employees who work for the Judiciary of Guam. They are consistent with the Judiciary's Strategic Plan and organizational values. It is essential for all employees to be skilled in these areas so as to help the Judiciary achieve our short and long term goals and objectives.

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Managers are expected to develop additional capabilities and skills. Through training, they are expected to demonstrate behaviors in these additional areas. Each manager, in collaboration with the Judicial Educator, is expected to develop an Individual Development Plan.

**MINIMUM KNOWLEDGE, ABILITIES & SKILLS:**

Knowledge of principles and practices of public administration, including budgeting, supervision, and management.

Knowledge of principles and processes involved in organizational planning, coordination, and execution, including strategic planning, resource allocation, leadership techniques, and production methods.

Knowledge of federal and/or local legal requirements with respect to accounting for government funds.

Knowledge of economic principles and practices affecting public finance and resource allocation.

Knowledge of electronic data programming equipment and systems analysis (to inform modernization and system integration decisions).

Ability to analyze, identify, and implement information technology solutions in a complex setting.

Ability to evaluate operational effectiveness and recommend and implement changes to improve efficiency, accountability, and transparency.

Ability to evaluate and analyze program plans and operations and make strategic recommendations regarding policies and operational methods for improvement.

Ability to work and communicate effectively with executive leadership, the legislature, external auditors, and network agencies, both orally and in writing

Ability to make high-level decisions consistent with fiscal policies, statutory requirements, and strategic priorities.

Ability to interpret and apply appropriation laws and other laws relating to accounting systems to inform policy and strategic decisions.

**MINIMUM EDUCATION, EXPERIENCE & TRAINING:**

- A. Graduation from an accredited college or university with a master's degree in Business Administration or a closely related field, including or supplemented by twelve (12) semester credit hours of accounting/auditing courses; plus seven (7) years of budget, finance, procurement, auditing and accounting work experience, including three (3) years in a supervisory capacity; OR
- B. Graduation from an accredited college or university with bachelor's degree in Business Administration or a closely related field, including or supplemented by twelve (12) semester

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credit hours of accounting/auditing courses; plus eight (8) years of budget, finance, procurement, auditing and accounting work experience, including three (3) years in a supervisory capacity; OR

C. Any equivalent combination of experience and training which provides the minimum, knowledge, abilities and skills.

**PREFERRED LICENSES/CERTIFICATES:**

1. Certified Public Accountant (CPA) License or Certified Government Financial Manager (CGFM)
2. Financial Management Grant Administration Training approved by the Office of Justice Program