



GUAM LEGAL SERVICES CORPORATION DISABILITY LAW CENTER



Guam Legal Services Corporation Disability Law Center (GLSC-DLC) is a private, non-profit corporation providing low-cost legal services to the low-income community, persons with disabilities, victims of violence, and to children in non-criminal cases. GLSC-DLC is now accepting applications for the following full-time position:

Accountant

Primary responsibilities include, but are not limited to ensuring the accurate accounting of GLSC-DLC funds, including cost accruals, account reconciliations and payroll, timely reporting of financial reports. Manage GLSC-DLC's accounting system to ensure the accuracy of the financial status of the corporation.

Applicants must demonstrate knowledge of QuickBooks, Excel and other pertinent financial software applications. Applicants must further demonstrate the ability to organize, manage and complete projects in a timely manner; develop new skills and knowledge as needed; and work collaboratively with GLSC-DLC staff, its collaborative partners and the community. A minimum of two (2) years of experience.

Applicants must have a professional appearance, good communication skills, efficient typing skills and computer proficiency. Applicants must also have a valid driver's license and his/her own vehicle.

Deliver your resume to the address below:

**Guam Legal Services Corporation-Disability Law Center
113 Bradley Place
Hagåtña, Guam 96910-4911**

Or email: sheila.cruz@guamlsc.org

DEADLINE FOR APPLICATIONS: Until Positions Filled

For further information, please call (671) 477-9811/2.

**GLSC-DLC IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES AND PERSONS WITH
DISABILITIES ARE ENCOURAGED TO APPLY.**