

Lolo Matalasi Moliga
Governor

Lemanu Peleti Mauga
Lieutenant Governor



Eseneiaso J. Liu
Director

James J. Faumuina
Deputy Director

Makerita Enesi
Deputy Director,
Employee Development & Training

AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: <i>Staff Accountant I</i>		Posting Date: <i>September 8, 2020</i>	Serial No.: <i>252-20</i>
Department/Division: <i>Human and Social Services/Women, Infants & Children (WIC)</i>		Closing Date: <i>September 15, 2020</i>	Announcement No.: <i>051-20</i>
Type of Position: <i>Permanent</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-13/\$16,000 - \$38,620 p.a.</i>	
Note: <i>This is exempted from the freeze as per the Governor's General Memorandum.</i>			

General Description:

The Staff Accountant I will serve as the primary fiscal support for the American Samoa Women, Infant, and Children Program (WIC)

Key Duties and Responsibilities:

- Provides supervision of Division financial management processes including payroll, program expenditures, bookkeeping, accounts reconciliation and all other related functions of fiscal management
- Prepares all Purchase Requisitions, Accounts Payable Vouchers, Travels, Contracts, Budget Revision (BUD202) and inter-government transactions for the Division
- Completes general accounting and bookkeeping practices for an annual division budget of over \$3 million in federal funds in compliance with federal Office of Management (OMG) rules and regulations and policies and procedures of American Samoa Government (ASG) Budget, Treasury, and Procurement
- Prepares all financial month-end reports for upper management and inter-office review including but not limited to Budget to Actual reports, Revenue versus expenditure reports, payroll labor distribution reports, expenditure/cost reimbursement reports and standard federal reports for monthly, quarterly or annual reporting
- Conducts routine data analysis of all expenditures and monitors accounts to ensure there is sufficient funding to cover payroll and other budgeted costs by grant and by program
- Maintains responsibility for advising immediate supervisor of any irregularities that require immediate action or attention

This is an Equal Employment Opportunity Employer

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- Reviews all backup and supporting documentation for payment transactions to ensure they are in compliance with OMB Circular regulations, applicable federal statutes governing federal grants received by the grantee and ASG Procurement policies
- Monitors all vendor payments through expenditure tracking database maintained in-house and monitored daily with weekly and monthly reporting
- Acts as Liaison between division finance staff and Director's Office as well as external offices that deal with fiscal matters including Budget, Treasury, and Procurement
- Assist Procurement on monitoring all Leases and Contracts executed by the Department of Human and Social Services (DHSS) with external vendors and maintains vendor payment histories, responsible for processing all changes in contracts and/or renewals
- Perform other job-related duties as assigned

Knowledge, Skills and Ability:

- Experience in handling federal grants and compliance with federal rules and regulations of expending funds and reimbursement processes
- General accounting and bookkeeping
- Excellent written and communication skills
- Have analytical and problem-solving skills
- Operate various office equipment and computer literate
- Knowledge of ASG policies and procedures for budgeting, financial processing and procurement

Academic and Experience Requirements:

- Applicant must have a Master's degree in related field from an accredited university plus 2 years of work-related experience OR
- Bachelor's degree in related field from an accredited college or university plus 4 years of work-related experience, 2 years of which at a supervisory capacity
- Years of progressively responsible work experience may be substituted for portion of the academic requirement if not met
- Salary will commensurate with educational background and years of relevant experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Eseneiaso J Liu
Director, Department of Human Resources