

Honorable Lemanu P.S. Mauga
Governor

Honorable La'apui Talauega E. V. Ale
Lieutenant Governor



Max Tuitele
DHR Acting Director

Falo Johansson
Deputy Director

Lucille Thompson Leota
Acting Deputy Director

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

JOB ANNOUNCEMENT

Job Title: <i>Staff Accountant I</i>		Posting Date: <i>November 12, 2024</i>	Serial No.: <i>150-24</i>
Department/Division: <i>Department of Port Administration</i>		Closing Date: <i>November 25, 2024</i>	Announcement No.: <i>150-24</i>
Type of Position: <i>Permanent Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-13/\$18,340 - \$48,760p.a.</i>	

General Description:

The Staff Accountant I is responsible for billing various grants within the Department of Port Administration. This position reports to the Chief Financial Officer. The Staff Accountant I will prepare and maintain financial records relating to the agency's funds, reports, financial responsibilities, and other relevant financial operations.

Key Duties and Responsibilities:

- Performing general ledger accounting
- Band statement reconciliation
- Prepare journal entries and financial statements
- Create and maintain periodic reports
- Assist with annual budgeting, expenditure reports
- Prepare statistical and financial reports
- Process, verify, and post receipts for all Airport tenants
- Research and resolve account discrepancies
- Process and record transactions
- Maintain records regarding payments and account statuses
- Obtain records from treasury to ensure records are accurate and complete
- Ensure accounts receivable ledges and journals are up to date
- Prepare all invoices and statements for Airport tenants
- Collects all airport tenants payments
- Generate reports and statements for Chief of Finance
- Perform other job-related duties as assigned

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485/ Email: hr@americansamoa.gov / Fax: (684) 633-1139
"Commitment to Service and Integrity"

Knowledge, Skills, and Ability:

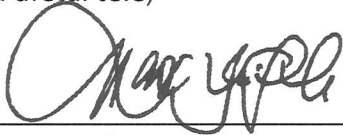
- Ability to maintain effective interpersonal relationships
- Commitment to Department core values
- Ability to establish department goals and objectives that support the strategic plan
- Ability to effectively plan, delegate, and/or supervise the work of others
- Ability to motivate, develop, and train others
- Must have knowledge of accounting
- Must have Microsoft word, excel, and technical skills

Academic and Experience Requirements:

- Applicant must have a Master's degree from an accredited college or university, plus 2 years of relevant experience OR a Bachelor's degree plus 4 years of relevant experience, and 2 years of supervisory capacity.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary will be adjusted according to 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,



Max Tuitele

Acting Director, Department of Human Resources

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