

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>Financial Officer</i>	Posting Date: <i>July 02, 2024</i>	Serial No.: <i>081-24</i>
Department/Division: <i>Governors Office - ARPA</i>	Closing Date: <i>July 17, 2024</i>	Announcement No.: <i>081-24</i>
Type of Position: <i>Temporary Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-12/\$17,673 - \$43,023p.a.</i>

General Description:

Financial Officer assist with grants financial management including initiate or verify quarterly financial reports; if needed prepare summary spreadsheets, review financial report to ensure costs are allowable; and initiate the draw of federal funds; be a resource to program managers from other government agencies. Monitor and report accounting on multi-year projects, be a resource to for financial reporting and tracking to project management teams from other departments/awardees

Key Duties and Responsibilities:

- Review Budget Allocation submitted by awardee against the approved grant award
- Liaison with Department of Treasury to ensure the assignment of ASG account number and prepare appropriate files for each grant program
- Maintain, manage and reconcile each grants account
- Review AP vouchers for compliance, audit back up documents for proper authorized signatures, verify coding on each type of transaction, before submitting to Executive Director for final approval
- Maintain and manage personnel approval
- Liaison with the Department of Treasury to utilize federal drawdown systems to draw on grant funding for grant disbursements
- Monitor revenue and expenditure by updating spreadsheet on a quarterly basis for closeout
- Liaison with Department of Treasury to ensure Indirect Cost Charges for each program(s) based on approved IDC rates as per agreement with Interior Office and American Samoa Government on a yearly basis (fiscal year)

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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
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- Review and certify the accuracy of financial data submitted to the grantor for Financial Status Report, Federal Cash Transaction Report
- Prepare and submit quarterly Payment Management System Report
- Provide assistance to other departments or awardees within the system in meeting grants requirements as they apply to grants accounting
- Review and prepare journal vouchers on grants expenditures, revenues, and other inputs required to maintain accuracy of the ASG computer reports
- Prepare monthly reconciliation of grants expenditures and revenues for accuracy of the grants spreadsheet using in preparing of federal reports to the grantor and the auditors
- Prepare adjusting and closing entries for grants at the end of fiscal year
- Pay the grantor any funds shown as advances due to cost incurred and paid by ASG disallowed by the Grantor during their FINAL REVIEW
- Compiles, prepares and submits monthly, quarterly, semi-annual and annual financial and statistical reports as required by Federal, Territory, and local laws, rules, regulations
- Researches and prepares responses to departments/ awardee requests
- Monitors all department/awardee expenditures and records journal entries as needed

Knowledge, Skills and Ability:

- Generally accepted budgeting, accounting and auditing principles, computerized accounting reports, standards and procedures
- Accounting and fiscal systems, policies, procedures and practices
- Record-keeping techniques
- Financial reporting concepts and preferred business practices
- Bookkeeping procedures
- Apply generally accepted budgeting, accounting and auditing principles
- Generate computerized accounting reports, standards and procedures
- Use accounting and fiscal systems, policies, procedures and practices
- Effectively manage records and databases
- Communicate at a high level, both orally and in writing

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- Prioritize work to meet multiple deadlines while working independently
- Generate and conceive new and innovative ideas or solutions to problems
- Operate a variety of office equipment including but not limited to a PC, calculator, fax machine, photo copier, scanner and telephone
- Establish and maintain effective working relationships with other departments, government employees and the general public

Academic and Experience Requirements:

- Applicant must have an Master degree from an accredited college or university plus one (1) year of work related experience OR Bachelor degree from an accredited college or university plus three (3) years of work related experience, one (1) year of supervisory
- Years of progressively responsible working experience may be substituted for 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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