

Honorable Pulaali'i Nikolao Pula  
Governor

Honorable Pulumata'ala Ae Ae Jr.  
Lieutenant Governor



Titiaolii Dr. Asenati Saau-Umi  
DHR Director

Max Tuitele  
Deputy Director

Falo Johansson  
Deputy Director

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

**JOB ANNOUNCEMENT**

|                                                          |                                                                               |                                                                            |                                           |
|----------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------------|
| <b>Job Title:</b><br><i>Finance Technician</i>           |                                                                               | <b>Posting Date:</b><br><i>August 13, 2026</i>                             | <b>Serial No.:</b><br><i>123-26</i>       |
| <b>Department/Division:</b><br><i>Health / MIECHV</i>    |                                                                               | <b>Closing Date:</b><br><i>September 03, 2026</i>                          | <b>Announcement No.:</b><br><i>123-26</i> |
| <b>Type of Position:</b><br><i>Temporary Appointment</i> | <b>Posting Type:</b><br><i>Employment Opportunity/<br/>Open to the Public</i> | <b>Pay Grade and Salary Range:</b><br><i>GS-11/\$17,069 - \$42,419p.a.</i> |                                           |

**General Description:**

The Finance Technician is responsible for monitoring and tracking all and every federal matching fund for the MIECHV Grant Issued by the Grantor each year. The incumbent reports to the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program Division Head, and subsequently to the Chief Finance Officer (CFO).

**Key Duties and Responsibilities:**

- Carrying out financial duties pertaining to assigned programs and divisions.
- Ensuring support and cooperation for smooth financial operations.
- Contributing to the success of the Aiga Manuia MIECHV Program and the Finance Division.
- Providing additional administrative support to ensure the efficient operations of the MIECHV Program.
- Responsible for preparing and submitting annual budget activities and federal forms required.
- Must ensure that all accounts are reconciled monthly as Federal Reports (FFR) are completed correctly and submitted on time.
- Must also complete SF 270 for reimbursements / Advance of funds to the local government.
- Provide guidance and oversight to assigned MIECHV Federal Match Funds Grant and program managers regarding financial status at any time he or she sees fit to uphold the integrity and compliance of the division accounts as well as processing and recording of accounts transactions and ensure that all invoices and reimbursements are paid accurately and in accordance with finance policies and procedures.

***This is an Equal Employment Opportunity Employer***

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799  
Ph: (684) 699-4481/ Email: [info@hr.as.gov](mailto:info@hr.as.gov)

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- Combine and reconcile revenue and expense report for the grants.
- Assist with writing and training in business policies and procedures.
- Build additional data integrity processes to best ensure ongoing accuracy.
- Assist and verify budget grant application information and support documentation.
- Work with management personnel in ensuring obligation and liquidation of funds prior to Grant expiration. Assist the Director, Deputies, and Program Managers with reports required for site visits by Federal Grantors.
- Ensure grant invoices with supporting documents for submission to other Government agencies for payment follow Grant regulations.
- Assist in Division administration and carry out office duties, including answering phones and taking messages, photocopying, faxing, mailings, preparing expense reports and updating electronic and paper files.
- Assist personnel staff with ensuring change of accounts for employees are inputted in the system in time for each pay period, generate reports, prepare invoices for supplies, and develop administrative staff by providing information and growth opportunities.
- Ensure operational of equipment by completing preventive maintenance such as calling for repairs: maintaining equipment and supplies inventories, evaluating new techniques and equipment.
- Maintain office and general supplies inventory by checking stock to determine inventory level: anticipating needed supplies: evaluating new office products: placing and expediting orders for supplies: verifying receipt of supplies.
- Perform other job-related duties as assigned.

#### **Knowledge, Skills, and Ability:**

- Proficient in Excel spreadsheet management, Grants Management.
- 5 plus years of administrative experience within ASG.
- Must be knowledgeable of all American Samoa Government internal control processes or standard operating procedures that deal with grant management entities. Government accounting experience is highly desirable.
- Ability to work effectively with a variety of people in a multi-functional office environment.
- Experience with Microsoft Word and Excel.
- Ability to handle confidential information with discretion and sensitivity.
- 5 years of Financial / Accounting experience within ASG Government, CIP, Budget, Treasury, and Procurement office process and procedures.

#### **Academic and Experience Requirements:**

- Applicants must have a bachelor's degree from an accredited college or university plus 3 years of relevant work experience.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary will be adjusted according to experience.

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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 699-4481.

Fa'afetai tele,



Titiaoalii Dr. Asenati Ietitaia Sa'au-Umi  
Director, Department of Human Resources

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