

Honorable Pula'ali'i Nikolao Pula  
Governor

Honorable Pulumata'ala Ae Ae Jr.  
Lieutenant Governor



Titiaoalii Dr. Asenati Ietitaia Sa'au-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> <i>Accounting Technician I (2)</i>		<b>Posting Date:</b> <i>July 01, 2026</i>	<b>Serial No.:</b> <i>104-26</i>
<b>Department/Division:</b> <i>Treasury</i>		<b>Closing Date:</b> <i>July 09, 2026</i>	<b>Announcement No.:</b> <i>104-26</i>
<b>Type of Position:</b> <i>Permanent Appointment</i>	<b>Posting Type:</b> <i>Employment Opportunity/ Open to the Public</i>	<b>Pay Grade and Salary Range:</b> <i>GS-08/\$16,191 - \$36,471p.a.</i>	

**General Description:**

Accounting Technician I is responsible for managing and processing a government's bills, invoices, and payments to suppliers and vendors. The core duties involve verifying invoices, recording transactions, preparing payments, and ensuring compliance with accounting principles. Also Accounting Technician's play a role in maintaining vendor records, reconciling accounts, and assisting with financial reporting.

**Key Duties and Responsibilities:**

- Receiving, reviewing and verifying invoices against orders and receipts. Attaching the correct documentation to invoices and reconciling purchases orders to invoices received.
- Preparing and issuing payments to vendors, ensuring timely and accurate payments.
- Maintaining accurate records of invoices, payments, and vendor information.
- Reconciling AP accounting with vendor statements to ensure accuracy.
- Preparing and reviewing the unapproved invoices report and the aged creditors report.
- Assisting with financial reporting by providing data and reports on AP transactions.
- Ensuring adherence to accounting principles and treasury policies.
- Resolving invoice discrepancies, payment issues, and other AP-related problems.
- Ensuring the accuracy, completeness, and compliance of accounts payable processes.
- Verify transactions, reconcile account balances and help maintain strong internal controls to prevent errors and fraud.
- Maintaining communication with vendors to ensure smooth payment processes.
- Communication with relevant suppliers to process invoicing or payment queries.

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799  
Ph: (684) 633-4485/ Email: [info@hr.as.gov](mailto:info@hr.as.gov)

"Uphold Ethical & Fair Leadership, Fostering Transparency, & Ensuring Accountability"

- Ensuring that all accounts payable activities comply with relevant financial policies and procedures.
- Investigating and resolving outstanding creditor items.

**Knowledge, Skills, and Ability:**

- Good communication skills and fluent in Samoan and English.
- Ability to analyze data.
- Critical thinking skills.
- Ability to prepare financial statements.
- Knowledge of accounting software.
- Using spreadsheets efficiently.
- Good relationship-building skills.

**Academic and Experience Requirements:**

- Applicant must have an associates degree from an accredited university or college OR a high school diploma plus three (3) years of work-related experience.
- 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,



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

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