

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii 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

Job Title: <i>Finance Officer</i>		Posting Date: <i>April 13, 2026</i>	Serial No.: <i>056-26</i>
Department/Division: <i>Health / CHC</i>		Closing Date: <i>May 06, 2026</i>	Announcement No.: <i>056-26</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:

The Finance Officer is a key support position within the Department of Health – Community Health Centers. Under the direct supervision of the Finance Manager, the Finance Officer will be responsible for assisting with the daily financial operations of all CHC Clinics. Duties include financial recordkeeping, reconciliation, processing of financial documents, and ensuring compliance with ASG financial policies and Federal Grant regulations. The position requires strong organizational, communication, and technical accounting skills to support the Finance Manager and management team. This is communication and technical accounting skills to support the Finance Manager and management team. This is full-time position located at the Tafuna Family Health Center.

Key Duties and Responsibilities:

- Assist with maintaining accurate financial ledgers for clinic divisions including Lab, Pharmacy, Dental, Primary Care, Well Baby, Manu'a (Ta'u & Ofu Clinics), Tafuna, Leone, Faga'alu, Amouli, and Aunu'u Clinics.
- Process and track financial transactions such as purchase orders, vouchers, justifications and travel authorizations.
- Reconcile bank statements, grant expenditures, and department accounts as directed by the Finance Manager.
- Prepare draft financial reports for submission to the Finance Manager, Executive Director, and grantors.
- Support monitoring of clinic operating budgets, identifying variances, and providing feedback to program managers.

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

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- Maintain organized filing systems (electronic and hardcopy) for all finance documents to ensure transparency and accountability.
- Serve as a secondary point of contact for routine financial inquiries from program staff, vendors, and government offices.
- Assist the Finance Manager with year-end closing reports, audits, and annual budget submissions.
- Perform other finance-related duties as assigned by the Finance Manager or Executive Director.

Knowledge, Skills, and Ability:

- Proficiency in accounting software and Microsoft Excel.
- Strong understanding of financial principles, audits, and grant compliance.
- Excellent organizational and communication skills.
- Experience with government financial systems and federal grant management.
- At least 2 years of experience in accounting, bookkeeping, or finance-related work.

Academic and Experience Requirements:

- Applicant must have a master degree from an accredited college or university plus 4yrs of work experience, 2yrs of supervisory capacity, OR bachelor degree plus 5yrs of relevant experience, 3yrs 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 699-4481.

Fa'afetai tele,



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

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