

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

Job Title: Tax Auditor II (2)	Posting Date: July 01, 2026	Serial No.: 103-26
Department/Division: Treasury	Closing Date: July 09, 2026	Announcement No.: 103-26
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-12/\$17,673 - \$43,023p.a.

General Description:

The incumbent of this position is under the supervision of the Chief of Audit and will perform examination functions on high local and international individual/ business or corporation cases within the Tax Audit Section. This position is a technical position and will assist with the case file at this point and receive developmental assignments under the guidance of the Chief of Audit and group managers. He/she will examine books and records, utilizing appropriate interviewing and fact-finding techniques to ascertain the correct tax liabilities. Will also apply knowledge of the Internal Revenue Code on any assigned cases and rulings, court decisions, regulations, and practices to determine the correct tax liabilities.

Key Duties and Responsibilities:

- Maintain all required paperwork as required paperwork as required by law.
- Administer all internal audits and ensure strict compliance with all relevant documents, analyze the accounting system and ensure compliance with all statutory laws governing tax administration.
- Evaluate all audit files and assist in providing training to other auditors.
- Analyze documents in the pre-audit state and develop audit plans in accordance with current practices and procedures.
- Evaluate refunds and perform accurate calculations for all tax assessments and prepare audit reports.
- Submit the results of internal audits and evaluate all issues to assist clients; interpret local tax laws and regulations and apply them accordingly in all individuals and businesses that have been audited.

This is an Equal Employment Opportunity Employer

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

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- Make detailed reports regarding findings after concluding an audit.
- Analyze financial data to arrive at accurate amount of tax to be paid to the government.
- Attend seminars and workshops to improve knowledge of tax administration.
- Ensure that the government is not cheated when evaluating the tax that an individual or company will be required to pay.

Knowledge, Skills, and Ability:

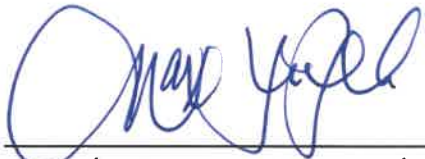
- Have knowledge in One Solution Programs and operating systems.
- Have knowledge with Tax Codes and tax procedures.
- Have general experience with Microsoft Office.
- Knowledge in accounting and finance.
- Understands payroll contributions/ deduction requirements.
- Have experience with IRS tax requirements and regulations.

Academic and Experience Requirements:

- Applicant must have a master's degree from an accredited university or college plus two (2) years of work experience.
- OR a bachelor's degree from an accredited university or college plus three (3) years of work experience and two (2) years of supervisory.
- 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,



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

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