

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>January 29, 2026</i>	Serial No.: <i>015-26</i>
Department/Division: <i>Corrections</i>	Closing Date: <i>February 19, 2026</i>	Announcement No.: <i>015-26</i>
Type of Position: <i>Permanent 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:

Compiles financial reports and assists in the performance of all financial functions of the Department of Corrections.

Key Duties and Responsibilities:

- Assists the director, assistant director, administrator, and department of corrections.
- Manage and improve the department of corrections financial performance and accounting operations.
- Manage accounting records, evaluate, and manage risk, and ensure Compliance with regulations, and financial statements.
- Assist the director, assistant director, administrator, and grant writer in preparing mandatory quarterly reports (Expenditure, budget, etc.).
- Analyze financial data, monitor expenditure, forecast revenue, coordinate and evaluate all fiscal policies and recommend improvements for programs.
- Develops and maintain spreadsheets, journals, ledgers, logs, worksheets, and other records and financial statements correctly.
- Coordinate and evaluate all fiscal policies and recommend improvements for programs.
- Maintain accounts payable and accounts receivable records. Oversee account operations.
- Process payments of invoices and receipts for all supplies of the office.
- Process travel Authorizations of staff members.
- Prepare and process purchase requisitions of the office Verify documents and transactions made to vendors of the departments.

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: hr@americansamoa.gov / Fax: (684) 633-1139

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- Work diligently with Grant Analyst/Writer in ensuring and monitoring the department's Budget.
- Manage strategic planning and exceptional numerical proficiency to aid the department in maintaining positive revenue and financial growth, formulating sound financial strategies, implementing proper internal controls, achieving department goals, and developing financial plans that support the department's strategy.
- Ensure all financial Standard Operating Procedures (SOP) are in place and controlled.
- Provide bi-weekly reports to the Director and Assistant Director on all accounts.
- Perform other job-related duties as assigned.

Knowledge, Skills, and Ability:

- Knowledge in American Samoa Administrative Code and Regulations.
- Possess financial experience and background in management, accounting, and business.
- 3 years of accounting and finance management; auditing experience, compliance oriented, proficiency in accounting software, and analytical skills.

Academic and Experience Requirements:

- Applicant must have a master degree from an accredited university or college plus 1 year of work experience OR bachelor degree from an accredited university or college plus 3 years of work experience and 1 year of supervisory 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.

Fa'afetai tele,



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

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