

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 9, 2026</i>	Serial No.: <i>055-26</i>
Department/Division: <i>Health / PHEP</i>		Closing Date: <i>April 30, 2026</i>	Announcement No.: <i>055-26</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 Public Health Preparedness Program Finance Officer is responsible for the financial planning, management, compliance, and reporting of all funds associated with public health emergency preparedness programs. This position ensures fiscal accountability and regulatory compliance for federal grants while supporting program leadership in strategic financial decision-making. The Finance Manager serves as the primary fiscal liaison between program staff, DOH Finance Division, funding agencies, and external partners.

Key Duties and Responsibilities:

- Develops finance program strategies by contributing financial and accounting information, analysis, and recommendations, Establishes functional objectives in line with program objectives.
- Prepare, edit, and format financial documents, reports, and presentations.
- Maintain organized electronic and physical filing systems.
- Answer direct phone calls and emails in a professional manner.
- Perform data entry into the accounting and financial management system.
- Coordinate office supplies, equipment, and vendor communications.
- Assist with payroll processing and timekeeping records, when applicable.
- Ensure accuracy and confidentiality of financial and personnel information.
- Assist with accounts payable and accounts receivable processes.
- Assist with onboarding documentation and internal finance communications.
- Prepare invoices, process payments, and track outstanding balances.
- Coordinate with internal departments and external vendors as needed.

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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 accurate financial records and data entry in accounting systems.
- Reports financial status by developing forecasts, reporting results, analyzing variances, and developing improvements.
- Develop financial strategies by forecasting capital, facilities, and staff requirements: identifying monetary resources: and developing action plans.
- Perform other job-related duties as assigned.

Knowledge, Skills, and Ability:

- Ability to adjust well to changes and situations with little to no notice.
- Ability to work with complex population of varying cultural backgrounds, temperaments, and intellectual capacities in a non-judgmental and confidential manner.
- Ability to work efficiently under stress.
- Ability to work well as part of a team, multitask, and be innovative.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written or diagram form and deal with several abstract and concrete variables.
- Ability to adjust work pace to work load: to perform complex and varied tasks: to relate to people: to influence people: to make generalizations: and, to accept and carry out responsibilities for decision making and planning.

Academic and Experience Requirements:

- Applicant must have a master degree from an accredited university or college plus 1 year of relevant work experience, Or bachelor plus 3 years, 1 year 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 699-4481.

Fa'afetai tele,



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

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