

Honorable Pula'ali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaolii 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: <i>Finance Manager</i>		Posting Date: <i>February 27, 2026</i>	Serial No.: <i>029-26</i>
Department/Division: <i>Agriculture</i>		Closing Date: <i>March 20, 2026</i>	Announcement No.: <i>029-26</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/\$17,6739 - \$43,023p.a.</i>	

General Description:

The Finance Manager is responsible for overseeing the financial health of the organization by managing financial planning, analysis, budgeting, and reporting. This role ensures compliance with financial regulations, and provides insights to support strategic decision-making.

Key Duties and Responsibilities:

- Develop and manage the annual budget in collaboration with department heads.
- Monitor financial performance and prepare variance analyses.
- Oversee the preparation of financial statements in compliance with accounting standards.
- Ensure timely and accurate month-end and year-end close processes.
- Monitor cash flow, accounts payable, and accounts receivable.
- Ensure compliance with tax laws and financial regulations.
- Support senior management with data-driven insights for decision-making.
- Advice on investment opportunities, funding options, and capital allocation.
- Develop financial models to assess business opportunities and risks.
- Supervise and mentor finance team members.
- Set performance goals and provide ongoing feedback and professional development opportunities.
- Ensure the finance team operates effectively and aligns with organizational objectives.

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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

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Knowledge, Skills, and Ability:

- Strong analytical and problem-solving skills.
- Advanced proficiency in financial software and tools.
- Deep understanding of financial regulations and accounting standards.
- Excellent communication and leadership skills.
- Ability to manage multiple priorities and meet deadlines.

Academic and Experience Requirements:

- Applicant must have a master's degree from an accredited university or college plus one (1) year of work experience.
- OR a bachelor's degree from an accredited university or college plus three (3) years of work experience and one (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 633-4485/633-4000.

Fa'afetai tele,



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

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