

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**

<b>Job Title:</b> <b>Staff Account</b>	<b>Posting Date:</b> <b>May 12, 2026</b>	<b>Serial No.:</b> <b>072-26</b>
<b>Department/Division:</b> <b>Treasury</b>	<b>Closing Date:</b> <b>May 20, 2026</b>	<b>Announcement No.:</b> <b>072-26</b>
<b>Type of Position:</b> <b>Permanent Appointment</b>	<b>Posting Type:</b> <b>Employment Opportunity/ Open to the Public</b>	<b>Pay Grade and Salary Range:</b> <b>GS-13/\$18,340 - \$48,760p.a.</b>

**General Description:**

A staff accountant is responsible for maintaining accurate financial records, preparing reports, managing accounts, and ensuring compliance with accounting standards and tax regulations.

**Key Duties and Responsibilities:**

- Perform monthly bank reconciliations for assigned ASG bank accounts.
- Prepare journal entries, make corrections, etc.
- Coordinate with department financial officers to ensure proper and accurate monthly closing.
- Scan and email all requested documents for audit season.
- Prepares and posts journal entries for recurring provisions.
- Assists with monthly/yearly financial closings by completing account reconciliation.
- Responsible for researching and resolving outstanding reconciling items in a timely manner.
- Engage with interdepartmental partners during month-end close to ensure complete and accurate info within One Solution.
- Consolidates and maintains the Account Reconciliation book monthly.
- Maintains adequate documentation and support for financial records.
- Validates financial transactions by auditing expense account receipts while adhering to internal policies and procedures.
- Supports the coordination of internal and external audit requests, including preparation of documents and response to questions.
- Prepare and submit payment for utilities for both local and grants.

***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](mailto:info@hr.as.gov)

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- Assists with ad hoc financial projects and reporting as needed.

**Knowledge, Skills, and Ability:**

- Proficiency in Microsoft Office, especially in Excel.
- Fluent in English and Samoan language.
- Has the ability to perform any duty or task given.

**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 four (4) 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,



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

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