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Governor

Talauega E. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
Director, Human Resources

Max Tuitele
Deputy Director
Personnel/Administration

Steve Lefiti
Deputy Director
WIOA

**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: Accounting Technician II		Posting Date: July 28, 2022	Serial No.: 169-22
Department/Division: Department of Human and Social Services		Closing Date: August 3, 2022	Announcement No.: 098-22
Type of Position: Permanent	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS – 09 \$16,467-\$41,817p.a.	

General Description:

The Accounting Technician II position serves as a primary fiscal support for the Child Care Division.

Key Duties and Responsibilities:

- Provides supervision of Division financial management processes including payroll, program expenditures, bookkeeping, accounts reconciliation and all other related functions of fiscal management.
- Prepares all Purchase Requisitions, Accounts Payable Vouchers, Travels, Contracts, Budget Revisions (BUD202) and inter-government transactions for the Division.
- Completes general accounting and bookkeeping practices for annual division budget of over \$3 million in federal funds in compliance with federal OMG rules and regulations and policies and procedures of ASG Budget, Treasury, and Procurement.
- Prepares all financial month-end reports for upper management and inter-office review including but not limited to:
 - Budget to Actual Reports
 - Revenue versus expenditure reports
 - Payroll labor distribution reports
 - Expenditure/cost reimbursement reports
 - Standard federal reports for monthly, quarterly or annual reporting
- Conducts routine data analysis of all expenditures and monitors accounts to ensure there is sufficient funding to cover payroll and other budgeted costs by grant and by program
- Maintains responsibility for advising immediate supervisor of any irregularities that require immediate actions or attention
- Reviews all backup and supporting documentation for payment transactions to ensure they are in compliance with Office of Management and Budgets (OMB) Circular regulations, applicable federal statutes governing federal grants received by the grantee and American Samoa Government (ASG) Procurement policies

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

"Here To Serve"

- Monitors all vendor payments through expenditure tracking database maintained in-house and monitored daily with weekly and monthly reporting
- Acts as Liaison between division finance staff and Director's Office as well as external offices that deal with fiscal matters including Budget, Treasury, and Procurement
- Works with Procurement on monitoring all Leases and Contracts executed by DHSS with external vendors and maintains vendor payments histories, responsible for processing all changes in contracts and/or renewals
- Perform other job related duties as assigned.

Knowledge, Skills and Ability:

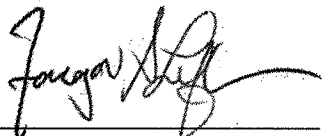
- Knowledge of:
 - Federal grants and compliance with federal rules and regulations of expending funds and reimbursement processes
 - General Accounting and bookkeeping
 - American Samoa Government policies and procedures for budgeting, financial processing and procurement
- Must have excellent writing and communication skills
- Must have strong analytical and problem solving skills
- Computer literate and able to operate various office equipments

Academic and Experience Requirements:

- Applicant must have an Associate's Degree from an accredited college or university plus four years of work related experience.
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will commensurate with degree and 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,



Lynn Pulou-Alaimalo
Director, Department of Human Resources