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

JOB ANNOUNCEMENT

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<th>Job Title:</th>
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<td>Division Head II</td>
<td>September 14, 2022</td>
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<th>Department/Division:</th>
<th>Closing Date:</th>
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<td>Department of Human and Social Services</td>
<td>September 20, 2022</td>
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<th>American Samoa Women, Infant and Children</th>
<th>Posting Type:</th>
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General Description:
Manages the Accounts and Vendor (AV) Management Unit of the American Samoa WIC Program to assure its financial stability for operations and ensure ASWIC vendors (retailers) comply with federal rules and regulations, along with supervising the maintenance staff who assures the sanitation of ASWIC building and property is maintained on a daily basis.

Key Duties and Responsibilities:

**Accounting Unit:**
- Develop, implement and update policies and procedures for the accounting unit operations
- Responsible for the federal reports, such as, monthly FNS798 reports, quarterly accountability reports, annual MIS actual report, annual rebate data file report, annual FS425 report (for breastfeeding peer counseling grant), annual ASWIC budget, annual breastfeeding peer counseling grant budget, and all other reports pertaining to financial status of the ASWIC Program
- Assist ASWIC Program Director with the annual state plan to ensure goals and objectives for the Accounting Unit have been met (or not) and make adjustments to better meet federal regulations and accounting unit needs
- Work closely with Treasury analyst to setup ASWIC accounts, prepare deposits to ASWIC bank account for redeemed benefits, drawdown requests, and discrepancies on ASWIC accounts, transfers, payments, contracts, and all other matters pertaining to ASWIC accounts
- Correspond with accounting analyst from the Federal Western Region Office (WRO) for additional data or reports needed and guidance with regards to ASWIC federal reporting and annual closeouts
- Responsible for Financial Management Reviews conducted by the Western Region Office (WRO)/Food and Nutrition Services (FNS)/United States Department of Agriculture (USDA) along with ASWIC audit reviews conducted through the Department of Treasury

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Organize, develop and conduct training materials for accounting staff to become more knowledgeable of ASWIC regulations in regards to accountability, payment processing, payroll, rebate billing, Health and Nutrition Delivery System (HANDS), vendor collection, and time study

Work closely with ASWIC Bank and ASG Treasury to make sure funds are available for redeemed benefits
Work closely with vendor/client if there are any discrepancies with redemption
Work closely with CDP, Inc., EBT contractor to address any issues on redemption

Vendor Management Unit:
Oversee Vendor Management unit to ensure ASWIC Vendors are in compliance with federal regulations which include but not limited to site visits, reconciliation of vendor averages, tend to vendor complaints, WIC benefits, and all other matters pertaining to vendors.
Assists ASWIC Assistant Director with the state plan portion to the Vendor Management Unit and its goals and objectives for the fiscal year
Responsible to set up base tables for Vendor Management Unit on Health and Nutrition Delivery System (HANDS) to better track vendor activities on a daily basis
Conduct staff training on HANDS for better management of ASWIC Vendors
Train and prepare vendor management staff to be well versed and informed of required rules and regulations
Update staff on new regulations as needed and coordinate to ensure the ASWIC vendors are provided with the full information and guidance needed to comply with new rules
Review and select high risk vendors to be submitted for an audit review performed by DHSS PIT Division
Build and strengthen a relationship of trust with authorized WIC Vendor to ensure conformity of rules and regulations and to uphold standard procedures
Network and sit in on monthly/quarterly conference calls with Vendor Coordinators from other states and territories for fresh ideas, implementation of vendor activities, troubleshooting vendor issues, and learn from each other
Work closely with FNS Vendor Management staff to ensure that ASWIC is in compliance with rules and regulations as provided by FNS
Perform other job related duties as assigned

Academic and Experience Requirements:
Applicant must have a Master's Degree from an accredited college or university plus 4 years of work related experience, and 2 years of supervisory capacity OR a Bachelor's Degree plus 5 years of work related experience, and 3 years of supervisory capacity
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

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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