JOB ANNOUNCEMENT

<table>
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<tr>
<th>Job Title:</th>
<th>Posting Date:</th>
<th>Serial No.:</th>
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<tr>
<td>Division Head II</td>
<td>September 13, 2022</td>
<td>281-22</td>
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<tr>
<th>Department/Division:</th>
<th>Closing Date:</th>
<th>Announcement No.:</th>
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<tr>
<td>Department of Human and Social Services/ American Samoa Nutrition Assistance Program</td>
<td>September 19, 2022</td>
<td>110-22</td>
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<th>Type of Position:</th>
<th>Posting Type:</th>
<th>Pay Grade and Salary Range:</th>
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General Description:
The Division Head II position within the Department of Human and Social Services, American Samoa Nutrition Assistance Program Division oversees the daily operations of the Accounts, Retailers/Redemption and Management Information Systems (MIS) branch.

Key Duties and Responsibilities:
- Develops and implements policies and procedures in managing the accounts, retail, and redemption unit
- Establishes and supports American Samoa Nutrition Assistance Program Memorandum of Operations (MOO) and other applicable regulations approved by the Director
- Evaluates staff performance and provides appropriate guidance to staff
- Oversees the American Samoa Nutrition Assistance Program financial management system including payroll, program expenditures, bookkeeping, account reconciliations and all other related functions of fiscal management
- Provides daily oversight of finance processing of all purchase requisitions and inter-government transactions for the American Samoa Nutrition Assistance Program
- Works with staff in the Department of Human and Social Services Finance Division and finance, budget and procurement personnel in the American Samoa Departments of Budget, Treasury, and Procurement
- Supervises all financial month-end reports for upper management and inter-office reviews including but not limited to: Budget to Actual reports, Income versus Expenditures reports, Payroll Labor Distribution reports, and Expenditures versus cost-Reimbursement Reports
- Provides guidance and support for the MIS/IT Coordinator
- Ensures that ASNAP technology is accessible and equipped with current hardware and software
Ensures that the MIS/IT Coordinator responds to all ASNAP technical service calls
Ensure that the ASNAP Talofa System program is maintained and in operable at all times
Perform other job-related duties as assigned

Knowledge, Skills and Ability:
• Knowledge of:
  o Microsoft Word and Excel
  o Budget
  o Income
  o Expenditure reports
  o Projections for the upcoming annual budget
• Must have excellent time management skills

Academic and Experience Requirements:
• Applicant must have a Master’s Degree from an accredited 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.
• Must have work experience in the finance field
• Must have accounting experience within the American Samoa Government
• 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,

[Signature]

Lynn Pulou-Alaimalo
Director, Department of Human Resources

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