



American Samoa Community College
Finance Division
EMPLOYMENT OPPORTUNITY

Position Title: Local Accountant I
Employment Status: Full Time 12 months (Career Service)

General Description:

The Local Accountant I works under the general supervision of the Senior Local Accountant, and performs accounting duties such as preparing and inputting journal entries; a variety of calculating; and posting and maintaining accounts. The Local Accountant I will prepare the Daily Cash Reports, journal entries and financial reports for local and grant funded programs. Duties include reconciliations of accounts, providing financial reports for assigned accounts, and preparation for the annual audit.

Responsibilities and Duties:

- Participate in distribution posting, and maintaining of accurate records for accounts receivable, payable, general ledger and various support
- Prepare general ledger subsidiary and control accounts on a monthly basis, which includes assets, liabilities, expenditures, and revenue accounts
- Prepare monthly closing financial reports to be reviewed by the General Accounting Manager
- Assist with the process of Accounts Payable and Payroll process to ensure that all internal controls are in place in the absence of the Accounts Payable & Payroll Specialist
- Budget approve and keep track of all purchases of assigned local and grants departments
- Assist in audit preparation for the Year End Closing and report
- Conduct training as needed for Deans and Directors in accessing their financial reports via Self Service and prepare monthly financial reports for them to review
- Reconcile assigned local and grants accounts daily to ensure the accuracy of revenues and expense transactions
- Reconcile payroll reports to ensure their accuracy
- Prepare journal entries
- Analyze standard operating procedures regularly to ensure accountability and compliance
- Assume responsibility for post-award grant accounting to ensure compliance with the administrative guidelines of the funding sources
- Calculate and finalize expense reports for travel paid by all funding sources
- Prepare invoice/billings and collect funds for the support of local and grant funds
- Prepare all applicable fiscal reports for sponsored programs and ensure the timely submission of reports
- Prepare monthly bank reconciliation
- Perform other related duties as assigned by Assistant Financial Officer and Financial Officer

Minimum Qualifications:

- Associate's degree
- Three (3) – five (5) years of demonstrated experience in the accounting and finance area
- Professional knowledge in data management, systems, and processes in finance area
- Professional knowledge in Microsoft Office Software
- Communication and writing skills, and customer service experience
- Fluent in English and Samoan

Salary: GS-10/03-06 :\$22,297.00 - \$25,027.00 per annum

Application Deadline: November 29th, 2024 no later than 4:00pm,

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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