



American Samoa Community College
Finance Division
EMPLOYMENT OPPORTUNITY

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

General Description:

This position is directly under the supervision of the Senior Grants Accountant in the Finance Department. The successful candidate for this position will perform accounting functions relating to any or all grant funded accounts, expenses, reconciliations, etc. The Grant Accountant will reconcile accounts, track accounts, maintain and close travel expense reports, maintain and organize all files/documents, prepare and submit reports. He/she must be able to communicate their work functions, implement quality customer service and work in an organized fashion. The Grant Accountant is responsible for keeping organized and updated files of all accounts and related documents and providing financial reports to departments and grantors.

Responsibilities and Duties:

Administrative

- Participate in distributing, posting, and maintaining accurate records for grant accounts such as Agriculture, Community and Natural Resources grants, educational grants and other grant programs.
- Prepare general ledger subsidiary and reconcile accounts on a monthly basis, which includes assets, liabilities, expenditures, and revenue accounts.
- Assist with audit preparations, including the year-end closing and financial reports.
- Budget, approve and keep track of all purchases by assigned departments and grants.
- Conduct trainings as needed for Deans and Directors in accessing their financial reports via Self-Service.
- Analyze standard operating procedures regularly to ensure accountability and compliance.
- Attend professional development training and stay abreast of the Office of Management and Budget Circulars and their applicability to grants management related OMB Uniform Guidance (2 C.F.R. 200) audit.

Technical

- Assure responsibility for post-award grant accounting, thus ensuring compliance with funding source administrative guidelines.
- Calculate and finalize expense reports for all travel paid by all funding.
- Prepare journal entries in reconciling grants accounts.
- Reconcile accounts to ensure the accuracy of payroll reports for grant-funded time and effort.

Reporting

- Prepare monthly closing financial statements to be reviewed by Assistant Finance Officer.
- Prepare invoices/billings and collect funds for the support of grant funds.
- Prepare all applicable fiscal reports for sponsored programs and ensure the timely submission thereof.

- Perform other related duties as assigned by the Senior Grants Accountant, Assistant Finance Officer, and Financial Officer.

Minimum Qualifications:

- Associate's degree
- Five (5) – seven (7) years of work experience in accounting and finance fields.

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

Application Deadline: August 1st, 2025 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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