



American Samoa Community College
Finance Division
EMPLOYMENT OPPORTUNITY

Position Title: Accounting Technician
Employment Status: Full Time 12 months (Career Service)

General Description:

This position is directly under the supervision of the Finance Officer. The Accounting Technician will perform accounting functions relating to local and grant-funded accounts, expenses, reconciliations, etc. Duties include preparing documentation for invoices; maintaining and organizing all files/documents; and logging and tracking incoming documents to route for required signatures. Must be able to communicate his/her work functions, implement quality customer service, and work in an organized fashion.

Responsibilities and Duties:

- Maintain and organize all files such as daily cash position, cash receipts, check payments, journal entries, etc.
- Perform accounting functions relating to local and grant-funded accounts such as tracking and verifying expenses, providing documentations to support invoices, etc.
- Assist in the compiling of the Finance Standard Operating Procedure.
- Track and log all incoming documents for the Finance Department and route documents for required approval and signatures.
- Update vendor files.
- Prepare supporting documentation for invoices on local and grant-funded programs.
- Update all pre-payments.
- Print and distribute monthly financial reports.
- Perform other duties assigned by the Financial Officer.

Minimum Qualifications:

- Associate degree.
- At least one (1) year of directly-related experience in higher education operations.
- Two to five (2-5) years of experience in a related field in accounting.

Salary Range: GS-12/05-07: \$ 16,373.00 - \$ 17,673.00 per annum

Application Deadline: March 9th, 2020 no later than 4:00pm.

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 374/456/460/466 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu.

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