



**American Samoa Community College  
EMPLOYMENT OPPORTUNITY**

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

**General Description:**

Under the general supervision of the Senior Grants Accountant, this position will perform accounting duties such as preparing and inputting journal entries; variety of calculating; posting, maintaining accounts. Duties will include reconciliations of grants and local funded programs, preparing financial reports and submit to departments.

**Responsibilities and Duties:**

- Participate in distribution, posting, and maintain of accurate records for grants accountants such as Agriculture, Community and Natural Resources grants, Educational grants and other grants programs.
- Prepare general ledger subsidiary and control accountants on a monthly basis which includes assets, liabilities, expenditures, and revenue accounts.
- Assist with audit preparations with the year End Closing and financial reports
- Budget approve and keep track of all purchases of assigned departments and grants
- Conduct training as needed for Deans & Directors in accessing their financial reports via Web Advisor
- Analyze standard operating procedures regularly to ensure accountability and compliance
- Assure responsibility for post award grant accounting thus ensuring compliance with funding source administrative guidelines.
- Calculate and finalize expense reports for travel paid by all funding
- Prepare journal entries in reconciling grants accounts
- Reconcile to ensure the accuracy of payroll reports for grant funded time and effort
- Prepare monthly closing financial statements to be reviewed by General Accounts Manager
- Preparing invoice/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 Financial Officer

**Minimum Qualifications:**

- Associate Degree in Accounting, Business of Finance
- 5-7 years of work experience in accounting and finance field.

**Salary Range:** GS-13/04-09: \$ 18,340.00 - \$ 22,240.00

**Application Deadline:** March 11<sup>th</sup>, 2020 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 or by emailing Silaulelei Saofaigaalii at [s.saofaigaalii@amsamoa.edu](mailto:s.saofaigaalii@amsamoa.edu) or [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

“An Equal Opportunity/Affirmative Action Employer – And A Drug-Free Workplace”

**AMERICAN SAMOA COMMUNITY COLLEGE**  
P.O. Box 2609, Pago Pago, American Samoa 96799  
(684) 699-9155 • (684) 699-8606 (fax)