



American Samoa Community College
Finance Division
EMPLOYMENT OPPORTUNITY

Position Title: Administrative Assistant
Employment Status: Full Time 12 months (Career Service)

General Description:

The successful candidate will perform a variety of work assignments relating to the administrative services functions of the Finance Division. The Administrative Assistant takes full and continuing responsibility for providing all administrative services essential for the smooth execution of functions for the Finance Division, and reports directly to the Financial Officer.

Responsibilities and Duties:

- Assist on fiscal and personnel management, and other management services pertaining to administration.
- Recommend changes of existing policies, and adoption of policies and procedures for improved internal operations.
- Conduct efficiency studies on staffing, equipment utilization and space management on assignment.
- Track, monitor, and route all purchase requisitions, check requests, travel authorizations, and HR documents.
- Assist in coordinating the preparation and updating of our annual Standard Operating Procedure Manual.
- Prepare meeting minutes for manager's meetings and follow up on all pending approved actions from these meetings.
- Prepare analysis for the Financial Officer to assist in decision making.
- Assist in annual audit preparations.
- Assist with all correspondence from the ASCC administration, internally and externally.
- Assist in the filing of all records for our Finance Division.
- Perform other duties as assigned by the Financial Officer

Minimum Qualifications:

Associate of Arts/Science degree in Business Administration or related field; at least three (3) years experience as a secretary, or equivalent office or clerical experience. Be familiar with college structure and procedures. Have skills and experience in computer software such as MS Word, spreadsheets, and the internet. Must be people-friendly and have experience working directly with high school and college students.

Salary: GS 11/01-02 \$11,869.00 - \$12,519.00 per annum.

Application Deadline: January 1st, 2019

Applications are available from American Samoa Community College, Human Resources Office (699-9155 Ext. 460/466/454) or by emailing 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)