



American Samoa Community College
Finance Division
EMPLOYMENT OPPORTUNITY

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

General Description:

The Accounting Technician works directly under the supervision of the Financial Officer. He/she 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. The Accounting Technician must be able to communicate his/her work functions, provide quality customer service, and work in an organized fashion.

Responsibilities and Duties:

Administrative

- 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.

Technical

- 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 and travel expense reports

Reporting

- Print and distribute monthly financial reports
- Perform other duties assigned by the Finance Officer

Minimum Qualifications:

- Associate's degree with at least one year of directly related experience in higher education
- Two (2) – five (5) years of experience in accounting or a related field
- Professional knowledge in Microsoft Office Software, fluency in English and Samoan, good communication and writing skills, customer service experience

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

Application Deadline: July 3rd, 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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