



**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, the successful candidate for this position will perform accounting duties such as preparing and inputting journal entries, and calculating; posting, and maintaining accounts. Duties will include reconciliations of grants and local funded programs, preparing financial reports, and submitting these reports to departments.

**Responsibilities and Duties:**

**Administrative**

- Participate in distribution, posting, and maintaining of accurate records for grant accountants such as Agriculture, Community and Natural Resources grants, educational grants and other grant programs.
- Prepare general ledger subsidiary and control accountant 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 training as needed for Deans and Directors in accessing their financial reports via Web Advisor
- Analyze standard operating procedures regularly to ensure accountability and compliance

**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 to ensure the accuracy of payroll reports for grant funded time and effort

**Reporting**

- Prepare monthly closing financial statements to be reviewed by General Accounts Manager
- Prepare 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 or Finance
- Five to seven (5-7) years of work experience in accounting and finance fields.

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

**Application Deadline:** January 18, 2022 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).

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