



American Samoa Community College
Finance Office
EMPLOYMENT OPPORTUNITY

Position Title: Payroll Specialist
Employment Status: Full Time 12 months (Career Service)

General Description:

This Payroll Specialist works directly under the supervision of the General Accounting Manager (GAM). The successful candidate will perform payroll/accounting duties such as processing staff/faculty payroll; editing data; checking & verifying payroll data for each staff/faculty member; maintaining leave balances; reconciling records; coordinating payroll funds/deposits; maintaining employer's quarterly tax; making payroll deductions; maintaining accurate and updated files for each staff/faculty member; and other duties as assigned. Candidate must be proficient in MS Office.

Responsibilities and Duties:

- Process bi-weekly payrolls
- Enter payroll and benefit data for active employees into the College's computer system; work with Human Resources to determine deductions and benefits
- Enter hours worked, for hourly and exempt employees
- Calculate changes to payroll, check requests, and reimbursements; ensure all necessary changes are made`
- Counsel employees regarding payroll issues, including taxes and deductions
- Update sick/annual leave hours used each pay period
- Answer inquiries and provide information; research and resolve payroll problems and discrepancies
- Set up schedules for payroll; write procedures for each payroll job
- Verify employment records; issue stop-payment requests
- Process manual check advances
- Conduct payroll reconciliation each pay period
- Perform banking reconciliation of direct deposits
- Prepare payroll deductions, check payment requests for insurance companies, the hospital, ASPA, ASTCA, Treasury Office, etc.
- Prepare payroll transfer of funds
- Maintain employer's quarterly tax report
- Perform payroll accounting processes as assigned
- Manually edit payroll adjustments
- Process employee direct deposits
- Prepare EFTS payroll reports and retirement reports for employees' deductions for the Retirement Office
- Perform filing duties
- Perform other duties as assigned by the General Accounts Manager and Financial Officer

Minimum Qualifications:

- Bachelor's degree in accounting, business or related field with five (5) years of experience in direct field OR

In lieu of Bachelor's degree, must have an:

- Associate's degree in accounting, business, or related. In lieu of degree, must have three to five (3-5) years of demonstrated experience in the accounting and/or finance field
- Computer literate in various program software, and
- Possesses proficient communication, organizational and communication skills

Salary Range: GS-13/13-19: \$25,360.00 - \$30,040.00 per annum

Application Deadline: October 7th, 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 or ascchumanresources@amsamoa.edu.

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