



American Samoa Community College
Finance Office
EMPLOYMENT OPPORTUNITY

Position Title: Senior Local Accountant
Employment Status: Full Time 12 months (Career Service)

General Description:

Under the general supervision of the General Accounts Manager, the Senior Local Accountant will perform accounting duties such as daily accounts reconciliations, preparing and inputting journal entries; and a variety of calculating; posting, and maintaining accounts. The Senior Local Accountant will prepare the Daily Cash Reports, journal entries and financial reports for local and grant funded programs. He/she will manage a staff to accomplish the goals of the Finance Division and the mission of the College.

Responsibilities and Duties:

Administrative

- Participate in distribution, posting, and maintaining of accurate records for accounts receivable, payable, and general ledger; and provide various support
- Prepare general ledger subsidiary and control accounts on a monthly basis, including assets, liabilities, expenditures, and revenue accounts
- Prepare Daily Cash Position Report for management to ensure the stability and efficiency of the institution's cash flow
- Assist in the process of Accounts Payable and Payroll to ensure that all internal controls are in place
- Budget, approve and keep track of all purchases by assigned departments and grants
- Assist in audit preparations with the Year End Closing and reports

Technical

- Conduct training as needed for Deans and Directors to access their financial reports via Web Advisor
- Reconcile to ensure the accuracy of payroll reports
- Prepare journal entries
- Analyze standard operating procedures regularly to ensure accountability and compliance
- Assume responsibility for post-award grant accounting, ensuring compliance with the administrative guidelines of funding sources
- Calculate and finalize expense reports for travel paid for by all funding
- Monitor and track the status of each assigned grant program through its program life cycle
- Prepare invoice/billings and collect funds for the support of grants
- Prepare all applicable fiscal reports for sponsored programs and ensure the timely submission thereof

Reporting

- Prepare monthly bank reconciliation
- Consult directly with all stakeholders concerning the sponsor grant and local programs, and other restricted accounts as they relate to the financial administration of grants
- Prepare monthly closing financial statements to be reviewed by General Accounts Manager

- Manage and train subordinates with assigned accounts
- Prepare monthly financial reports for divisions and grant programs
- Ensure that all internal control policies and procedures are followed
- Prepare Year End closing reports for the audit, and monthly closing reports
- 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) to seven (7) years of demonstrated experience in the accounting and finance field.
- In lieu of a bachelor's degree, an Associate Degree in Accounting, Business Administration or related field with ten (10) plus years of demonstrated experience
- Computer literate in various programs and software, and
- Proficient communication, organizational and coordination skills

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

Application Deadline: June 23rd, 2023 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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