



**American Samoa
Power Authority**

Human Resource Department, Tafuna
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PUBLIC JOB POSTING

<i>Position Title</i>	Chief Financial Officer	<i>Posting Date</i>	February 01 , 2023
<i>Department</i>	Accounting	<i>Deadline</i>	February 21, 2023 - 4:00 p.m.
<i>Division</i>	Support Services		
<i>Position Type</i>	Contract	<i>Pay Range</i>	<i>Starting pay to commensurate with experience and qualifications</i>
<i>Reports To</i>	Executive Director	<i>Job Grade/Status</i>	TBD, Exempt

Major Duties & Responsibilities

The CFO will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial and accounting related activities of ASPA while working hands-on in daily financials with the current team. The CFO must be willing to dive in and work on day-to-day financials while taking a CFO role in management and oversight of financial operations. The CFO provides financial leadership for ASPA to grow value in a responsible, profitable, and sustainable manner; fosters ethical and responsible decision making processes, appropriate management methodologies, and corporate governance practices. He/she also oversees ASPA's Finance and Accounting department providing leadership for all matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding. The CFO sets strategic direction and initiatives that produce measurable results, while holding others accountable to established risk management principles. The CFO is also responsible for establishing good working relationships with banks and other financial institutions that may impact the company's ability to finance its operations.

Other duties are as follows:

- Direct the preparation of annual budgets and ensure timely budget to actual and financial data is available to the board, management and department managers.
- Responsible for ASPA Audits, respond to questions and requests for information from the auditors; resolve auditor concerns, implement procedures and internal controls.
- Ensure that ASPA develops and maintains an optimal capital structure, minimizing its cost of capital while maintaining flexibility.
- Foster and cultivate business opportunities and partnerships
- Maintain confidentiality of all sensitive information
- Recognize and be responsive to the needs of all customers, vendors, clients of the organization, including funding organizations, local community, advocates, participants, and employers.
- Focus on continuous improvement in all aspects of the job
- Promote and maintain an environment of cooperation and collaboration with other divisions of ASPA, the American Samoa Government (ASG) and Federal Government and Agencies.
- Maintain strong financial controls and budget discipline, as well as safeguard ASPA's financial interests
- Maintain the confidence of the CEO and Board through timely, accurate and thorough reporting of financial information
- Actively promote ASPA's vision, mission, and values with employees, outside vendors, and customers
- Maintain a high level of customer service
- Coordinate ASPA's financial responses to the American Samoa Government, Fono, rating agencies and others as required.
- Other duties as assigned by the Executive Director

Minimum Requirements

Education	Bachelor's degree in accounting or business administration. Preference will be given to candidates with the Certified Public Accountant or Certified Management Accountant designations.
Experience	10+ years of progressively responsible financial experience for a major company or division of a large corporation. Must have strong experience at a supervisory level; plus strong command of written and spoken English. Must have a good track record. Neat and personable.
<i>COVID 19 Vaccinations</i>	Applicant must show evidence of having completed the full course of vaccination against Covid19 as approved by the FDA & WHO.
Knowledge, Skills & Abilities	<p>Skills: Strong managerial skills and desire to work under the pressure of deadlines and manage multiple priorities; excellent interpersonal communication skills, organizational skills, and attention to details; good people management skills and overall business managerial skills; depended upon to complete work in a timely, accurate and through manner; be depended on to report to work on time and is seldom absent from work.</p> <p>Knowledge: A highly thorough knowledge of accounting and auditing principles, practice and procedures related to the electrical utility industry; Outstanding ability to develop sound, practical and modern utility accounting procedures and to plan and organize the accounting activities in such a manner; Strong ability to induce effective performance by the ASPA's accounting employees and to maintain their morale, training and development at a high level;</p> <p>Abilities: Strong ability to prepare clean and comprehensive financial and budgetary reports in accordance with GAAP's; Able to report to work regularly and on time.</p>

Qualified applicants: Please submit a completed ASPA Employment Application with a copy of your resume to ASPA Human Resources (address listed above) by the deadline. Attach copies of credentials and transcripts. Candidates selected for hire must pass examination (when applicable), pre-employment clearances & test negative on pre-employment drug test. ASPA reserves the right to waive education and experience requirements as necessary.

An Equal Opportunity Employer * A Drug Free Workplace