



**American Samoa  
Power Authority**

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**PUBLIC JOB POSTING**

<i>Position Title</i>	<b>Senior Accountant</b>	<i>Posting Date</i>	<b>February 7, 2024</b>
<i>Department</i>	<b>Accounting</b>	<i>Deadline</i>	<b>February 22, 2024 – 4:00 p.m.</b>
<i>Division</i>	<b>Support Services</b>		
<i>Position Type</i>	<b>Career Service - 12 month probation</b>	<i>Pay Range</i>	<b>\$20.15/hr - \$20.97/hr</b>
<i>Reports To</i>	<b>Accounting Supervisor</b>	<i>Job Grade/Status</i>	<b>L/2/A – L/3/A, Exempt</b>

***Major Duties & Responsibilities***

Responsible for managing ASPA non-core accounting operations – to include assigned programs/projects. This position will prepare consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and from departments. Interact with program/project managers, coordinates accounting support and performs other accounting & financial duties assigned. Responsible for the reconciliation of all major Control and Balance Sheet accounts including but not limited to the bank accounts, fixed assets, accrued expenses, inventory and other relevant accounts as assigned. Ensure that budget to actual reports are maintained and updated on a monthly basis and assist with the compilation of the monthly financial reports for management. Responsible for the review and update of all Standard Operating Procedures for all functions in the Accounting Department. This position will also prepare general ledger entries by maintaining records and files. Other duties of this position are as follows: reconcile accounts; develop and implement accounting procedures by analyzing current procedures; recommend changes; answer accounting and financial questions by researching and interpreting data; provide accounting support for mergers and acquisitions by reviewing financial information; convert data to general ledger system; obtain supplementary information for preparing financial statements; protect organization's value by keeping information confidential; update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations; accomplish accounting and organization’s mission by completing related results as needed. The Senior Accountant will also perform other duties and projects as assigned by the Accounting Supervisor and/or CFO.

***Minimum Requirements***

<i>Education</i>	BA/BS degree or equivalent experience from an accredited college or university with the necessary skills in accounting, information technology, and ethics. An applicant must show an upward progression of experience indicating increased complexity of duties and responsibilities within their current job, or from one job to the next, that demonstrates the required knowledge, skills and abilities as described. Must possess basic math skills, ability to analyze figures, knowledge of accounting principles, and excellent verbal and written skills. Extensive experience with accounting software used at similar sized companies and expertise in Microsoft Word, Excel, and PowerPoint is also essential.
<i>Experience</i>	At least 7 years of progressive, proven experience in financial reconciliation and reporting; interaction with division supervisors, managers, & directors and other local and federal governmental agencies on financial matters; dealing with vendors/suppliers, federal and local government agencies; US-based auditing firms; and related responsibilities.
<i>Knowledge, Skills &amp; Abilities</i>	<ul style="list-style-type: none"> <li>• Must be knowledgeable of US GAAP and GASB as well as automated accounting and financial information systems</li> <li>• Skilled in effective &amp; efficient business management principles and practices; communicating with management and government officials; accounting systems for multi-utility operation; accounting &amp; financial management functions; computer systems; etc.</li> <li>• Must have at least Intermediate-level EXCEL skills and proficient in other Microsoft Office applications such as Word and Power Point.</li> <li>• Must have ability to oversee audit preparation, as well as interact with auditors as required, providing analysis, reports and data as requested during audits.</li> <li>• Work with minimum supervision;</li> <li>• Prepare accurate and timely comprehensive financial reports;</li> <li>• Oversee execution of budget;</li> <li>• Work with &amp; interpret government and enterprise fund accounting;</li> <li>• Follow reporting policies, procedures &amp; regulations; etc.</li> </ul>

***Qualified applicants:*** Please submit a completed ASPA Employment Application with a copy of your resume to ASPA (address listed above) by the deadline listed above. Attach copies of credentials and transcripts. Candidates selected for hire must pass examinations (when applicable), pre-employment clearances & test negative on employment drug test. ASPA reserves the right to waive education and experience requirements as necessary. Salary will commensurate with experience and education. No phone inquiries accepted.

***An Equal Opportunity Employer \* A Drug Free Workplace***