



**American Samoa  
Power Authority**

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**PUBLIC JOB POSTING**

<i>Position Title</i>	<b>Staff Accountant II</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>\$14.97/hr - \$15.58/hr</b>
<i>Reports To</i>	<b>Accounting Supervisor</b>	<i>Job Grade/Status</i>	<b>I/3/D – I/4/D, Non-Exempt</b>

***Major Duties & Responsibilities***

The Staff Accountant will provide management with financial information by researching and analyzing accounts. This position will maintain and balance an automated consolidation system by inputting data, scheduling required jobs, and verifying data. He/she will analyze information and options by developing spreadsheet reports and verifying information. This position will also prepare general ledger entries by maintaining records and files. Other duties of this position are as follows: prepare payments by accruing expenses; assign account numbers; request disbursements; 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 Staff 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 from an accredited college or university in Finance, Accounting, or related discipline. Relevant experience may be substituted for each year of required education, 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.
<i>Experience</i>	Minimum of four (4) years of efficient and progressive work experience in the accounting field is required in <u>addition</u> to the minimum educational requirement having been obtained.
<i>Knowledge, Skills &amp; Abilities</i>	<ul style="list-style-type: none"> <li>• Must possess skills in accounting, reporting, time management, attention to detail, confidentiality, PC proficiency, productivity, verbal communication, general math skills</li> <li>• 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.</li> <li>• Must be knowledgeable of US GAAP and GASB as well as automated accounting and financial information systems.</li> <li>• Must be detail-oriented.</li> <li>• Must have the ability to prepare payments by utilizing the accounts payable system, accrue expenses and maintain a prepayment schedule, assign account numbers and process disbursements.</li> <li>• Must have the ability to analyze, develop, and implement accounting procedures, recommend changes, and be able to write standard operating procedures.</li> <li>• Must have skills to answer accounting and financial questions by researching and interpreting data.</li> <li>• Must have ability to interact with auditors as required, providing analysis, reports and data as requested during audits.</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 and test negative on pre-employment drug test. ASPA reserves the right to waive education and experience requirements as necessary. Salary will commensurate with experience and education.

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