

American Samoa Government
Department of Human Resources

JOB ANNOUNCEMENT

OPEN TO THE PUBLIC

DEPARTMENT/DIVISION: DEPARTMENT OF TREASURY

STAFF ACCOUNTANT

Posting Date: January 23, 2023 - Closing Date: February 3, 2023

Serial No.: 010-23 || Announcement No.: 010-23

Permanent Appointment || Pay Grade: GS-13/\$18,340-\$48,760 p.a.

GENERAL DESCRIPTION

This position will be managing accounts payable and receivable activities for grant subcontracts. Meet with Department Finance Office when grant is awarded to review responsibilities for grant management and reporting. Subsequent meetings to maintain communication throughout and at the conclusion of the grant.

KEY DUTIES & RESPONSIBILITIES

- Establishing grand accounts:
 - Verify BUD202 package is complete
 - Grants Award Notice
 - BUD202 signed by authorized personnel
 - Information on Drawdown system available
 - BUD202 aligned with GAN
 - Submit to upper management BUD202 for creation of grant account as requested by Department and in line with Grants Agreement for respective Federal Agency
 - Enter indirect cost allocations, match journal entries
 - Constant communication with department for amendments, supplemental, etc to the award
 - Maintain resources for compliance training (web based)
- Reporting:
 - Run open grants report monthly and review balances with department financial staff.
 - Update upper management on available funds periodically
 - Prepare weekly data for the grants drawdown from Federal Agencies drawdown system - Federal Programs Assigned
 - Prepare / coordinate / verify quarterly reports for Federal Agencies in collaboration with counterparts at the Department level
- Contacting collaborating with other offices as needed to gather required information
 - Reconcile interim and final financial reports
 - Verify financial reports to align with Treasury One Solution Financial System stamp "VERIFIED FOR CONFORMANCE WITH THE RECORDS OF THE DEPT. OF TREASURY"
 - Annual Cash Management Initiative Act Report - if needed
 - Serve as ASG Treasury representative for trainings and conferences both on island and off island for grants updates and pertinent issues

THIS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Department of Human Resources, A.P Lutali Executive Office Building, Pago Pago, Am. Samoa 96799

Ph: (684) 633-4485 / Email: hr@americansamoa.gov / Fax: (684) 633-1139

"Commitment To Public Service & Integrity"

- Close grants: Carry out grand closing activities:
 - Drawdown all necessary funds to close out grant account
 - Review Budget to Actual status assure all Encumbrance amount bring life of grant are cleared and paid prior to closing
 - Place no-cost extension for grants if necessary and treat grant as completed
 - Return any possible advances through issuance of check or through drawdown system
- Provide Compliance
 - Review Super Circular for guidance on grants allowable cost
 - Familiarize with Code of Federal Register (CFR) aligned with the awarding Federal Agency
 - Prepare and submit financial report according to grants agreements between grantee and grantor
 - Constant communications with Grantor for review of reimbursement request for restricted grants
 - Implement procedures to communicate, educate, and ensure compliance with Treasury policies and applicable grant regulations
 - Monitor effort reporting: Send templates forms to upper management and departments during each reporting period; collect and file forms
 - Monitor compliance with internal policies related to grant funds and any other applicable grant regulations
 - Coordinate with federal agency reporting deficiencies with programs that percentage not aligned with Narrative Submission
 - Review and approve/deny cost for contracts, leases, QPO, PO (PR) and travel within One Solution
 - Clear and overrun cost and transfer ineligible cost form the grants accounts
 - Review on weekly basis AP listing and select voucher for Grants run
- Accounting Process
 - Prepare, review and enter month end journal entries
 - Prepare account reconciliations, and assist with monthly close process
 - Conduct variance analysis and process account/bank reconciliations
 - Post adjustment entries as aligned with Bank Reconciliation
 - Assist with budget and forecast transactions as needed
 - Assist with documenting and maintaining detailed backup and records for all financial
 - Posting cash when funds are received within the proper accounts
 - Submission of monthly bank reconciliation
 - Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts
 - Maintains knowledge of acceptable accounting, practices and procedures
 - Reconciles cash disbursement accounts, payroll, customers accounts, and other financial accounts; manages accounts receivable collection
 - Check for accuracy voucher forms and QPOs prior to submission for payment

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- Cash Management
 - Daily monitoring of accounts for additional draws for deposits
 - Open Bank Accounts as required/requested by upper management
 - Monitor investment Transaction on hand for ASG
 - Investigates discrepancies with Deposits for grants, payroll and vendors
 - Verifies Deposit with Financial Institutions
 - Tracks total and value of Checks cleared on a daily basis
 - Prepare ASG overall Cash Report on a daily
 - Reissues payroll checks returned from banks
 - Prepares ACH, and Direct Deposit for vendors
 - Process transfer of funds as requested by upper management
 - Submit Daily Cash Report for Deputy and Treasurer to review for potential transfer of funds
 - Process stops payment request per vendor, department, or employee
 - Monitor any return funds as requested by staff accountants and approved by upper management
 - Submit daily check clearance report with assistance from IT for assigned accounts
 - Inputs data via journal entry for ACH or Wired Transfer payment
 - Submits daily cash deposit report for the grants/accounting division for cash posting
 - Coordinate transitional from one bank institution for accurate transfer of funds
 - Verify ACH form submitted to Federal counterpart and Financial Institution for accurate transfer of funds
 - Uploads daily bank statement to several department - DHSS, DPW, Treasury, ODAPM
 - Distributes month end bank statement for Bank Reconciliation
- Audit
 - Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit
 - Confirm accuracy within AP and Payroll for accrual process
 - Post accordingly as required for year-end adjustment
 - Review of documents as required by auditors
 - Check
 - Invoice
 - Lease Agreement
 - Contract Agreement
 - Eligibility as aligned by the Grants Program
 - Prepare Closing Trial Balances for ASG Funds
 - Roll Forward beginning balances for new fiscal year
 - Review financial statement and single audit draft before submission for final draft to auditors
 - Coordinate audit activities between semi-autonomous entity and external auditors

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KNOWLEDGE, SKILLS & ABILITY

- o General experience in this field; must be able to have managerial experience
- o Must be able to coordinate, prepare and verify reports drawdown system
- o Must have general experience in Business Administration
- o Ability to perform work duties in personnel and finance

ACADEMIC & EXPERIENCE REQUIREMENTS

- o Applicant must have a Master's degree from an accredited college/university plus 2 years
- o Bachelor Degree from an accredited college/university plus 5yrs, and 3yrs of supervisory
- o Must have at least 2-3 years of Accounting, Finance and Business Administration
- o Salary will be adjusted according to experience

**Complete information concerning this vacancy
may be obtained from the
Personnel Division of the Department of Human Resources,
or please contact the Recruitment unit at 633-4485 / 633-4000.**

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