



American Samoa Community College
Finance Division

IN-HOUSE EMPLOYMENT OPPORTUNITY

Position Title: Accounts Payable Specialist
Employment Status: Full Time 12 months (Career Service)

General Description:

The Accounts Payable Specialist is directly under the supervision of the General Accounts Manager, American Samoa Community College. He/she will perform A/P accounting duties such as entering vendor invoices; variety of calculating; posting, maintain accounts; maintain records such as purchase orders, requisitions, vouchers, time sheet, invoices, etc.; reconcile and analyze Balance Sheet accounts monthly, and analyze the Aging Report.

Responsibilities and Duties:

Administrative

- Perform day-to-day processing of accounts payable transactions to ensure that municipal finances are maintained in an effective, up to date and accurate manner;
- Receive and verify invoices and requisitions for goods and services;
- Verify that transactions comply with financial policies and procedures;
- Set invoices up for payment
- Enter and upload invoices into system
- Prepare and perform check runs

Technical

- Monitor accounts to ensure payments are up to date by analyzing the Accounts Payable Aging Report
- Sort, code and match invoices
- Research and resolve invoice discrepancies and issues
- Prepare analysis of accounts
- Reconcile accounts payable transactions
- Maintain vendor files
- Correspond with vendors and respond to inquiries
- Assist with month end closing
- Provide supporting documentation for audit

Reporting

- Produce monthly reports of utility usage for management's review
- Update all pre-payments reports
- Perform monthly audit on all utility and telephone bills
- Assist in Monthly Closing
- File all AP files and update regularly
- Perform other duties assigned by General Accounts Manager and Financial Officer

Minimum Qualifications:

- Bachelor degree in Accounting or related field
- Five to seven (5-7) years of experience of accounting and finance

AMERICAN SAMOACOMMUNITY COLLEGE
P.O. Box 2609, Pago Pago, American Samoa 96799
(684) 699-9155 •(684) 699-8606 (fax)

Salary Range: GS: 13/11-15: \$23,800.00 - \$26,920.00 per annum

Application Deadline: July 6th, 2021 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 374/456/460/466 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu.

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