



DEVELOPMENT BANK OF AMERICAN SAMOA

P. O. BOX 9, Pago Pago A. S. 96799

Office: (684) 633-4031 Fax: (684) 633-1163. Website: [www.dbas.as](http://www.dbas.as)

## EMPLOYMENT OPPORTUNITY

### Position: SENIOR ACCOUNTANT

#### **Responsibilities:**

1. Prepares monthly bank reconciliations.
2. Prepares daily cash flow report.
3. Verifies daily cash receipts with General Ledger.
4. Prepares Fixed Entries at month end.
5. Reviews Accounts Payable and Accounts Receivable reconciliations.
6. Assist Manager with month end closing.
7. Compiles information for manager when it comes to audit.
8. Overlooks the filing of all finance related materials.
9. Assists manager in the preparation of daily, monthly, annual and other periodic financial statements and reports for DBAS.
10. Research and resolve accounting errors and discrepancies.
11. Supervise Billing collection and posting of rents and lease payments.
12. Monitors funds to ensure payroll processing is without funding issues for payouts, requested deductions, and tax and retirement payments.
13. Prepares report for processing of 1099s at end of year.
14. Perform any other duties as assigned by the Finance Manager.

#### **QUALIFICATIONS**

**EDUCATION/EXPERIENCE:** Bachelor's or Higher Degree in Accounting with three to five (3-5) years of experience in accounting or finance.

**SKILLS/ABILITIES:** Knowledge of financial and accounting practices and procedures, and automated systems.  
Strong communication abilities and excellent analytical abilities.  
Sound organizational skills.  
Analytical, financial, and budgeting skills.  
Sound analytical, creative, and problem-solving abilities.  
Ability to meet deadlines.

Please submit a DBAS application ([www.dbas.as](http://www.dbas.as)) with your resume to our Development Bank Main Office Building located on the 2<sup>nd</sup> floor in Pago Pago. **Deadline to Apply: February 26, 2021**