



DEVELOPMENT BANK OF AMERICAN SAMOA  
P.O. Box 9 Pago Pago, AS 96799 (684) 633-4031

## **EMPLOYMENT OPPORTUNITY**

**Position: Compliance Officer for ARPA DBAS Maota Affordable Loan Project**

### **Responsibilities:**

1. Assist Grants Research Analyst Manager with the analysis related to compliance monitoring of tenant files and analyzing data to determine household eligibility for ARPA DBAS Maota Housing Loan Program
2. Assist with preparation of all compliance, audit, eligible ARPA DBAS reports for as required by DBAS Maota Affordable Housing Loan Project
3. Assist in monitoring projects with ARPA DBAS allocation to comply with eligibility requirements.
4. Assist in monitoring the quarterly submission Reports
5. Assume any other duties as assigned by the Grants Research Analyst Manager and President.

### **Minimum Qualifications**

- Bachelor's Degree in Business Administration or Public Administration with/or equivalent of two to five (2-5) years of relevant experience.
- Excellent Customer Service
- Ability to work independently with minimum supervision.
- Good writing, communication, and public relations skills.
- Professional appearance and attitude.
- Must has a valid driver's license

**Applications available on the second floor of Development Bank Building located in Pago Pago. Please submit Completed Application at the Development Bank Office or email [eterei@dbas.as](mailto:eterei@dbas.as) **Deadline to apply: June 15, 2022 at 3:00pm****