DEVELOPMENT BANK OF AMERICAN SAMOA

EMPLOYMENT OPPORTUNITY

Position: ACCOUNTS SPECIALIST I
Salary: $15,748.10-$20,716.80

PRIMARY RESPONSIBILITIES AND BASIC DUTIES

1. Create and maintain an updated DBAS website for customers to view and receive information and related documentation/payment for their accounts.
2. Update and monitor DBAS information release upon President and Board approvals on any media or social sites.
3. Create and maintain customer online payments and report transactions to Finance for recording.
4. Prepares and advertises programs through media view at the reception area.
5. Provide technical assistance and resolution as necessary with Bank employees' hardware, software, and their peripherals.
6. Ensure Bank employees' Windows systems are up to date with Anti-virus definitions, security patches and critical updates.
7. In charge of equipping the conference room with a projector, an international teleconference phone-line, internet access, web camera, and a laptop with the required software as needed.
8. Monitor the Bank's internet traffic (bandwidth utilization) as needed to ensure ASTCA are up to par with their SLAs (Service Level Agreement).
9. Install, setup, and configure PC systems and Microsoft based server to meet and provide continuous support for tools for DBAS staff.
10. Perform product research, development and testing to determine feasibility while keeping up to date with new technology.
11. Other duties as assigned by Finance Manager and President.

QUALIFICATIONS

EDUCATION/EXPERIENCE: Associates of Arts/Science Degree in Computer Science/Engineering or relevant field.

SKILLS/ABILITIES: Relevant certifications (e.g. CompTIA A+) will be an advantage. Experience with Microsoft Technologies, LAN/WAN networks; Hardware installation; Software and help desk systems 3+ years' experience in technical capacity in information systems. Good interpersonal skills & Computer proficiency in Windows Platform software systems. Sound project management skills and must have a current driver's license. Use Information Technology to solve PC/Network issues; identify and evaluate new technological developments; gauge their appropriateness; and troubleshoot.

*Applications are available online at www.dbas.as or at DBAS Main Office in Pago Pago. Submit completed signed application with a current resume and valid photo identification. **Deadline to apply: Open until filled.** **P**lease contact our office at 633-4031 for more information.