

DEVELOPMENT BANK OF AMERICAN SAMOA

EMPLOYMENT OPPORTUNITY

Position: Accounts Specialists I

Salary: \$15,748.10-\$21,216.00

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.
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QUALIFICATIONS

EDUCATION/EXPERIENCE: AS/AA in Computer Science/Engineering or relevant field
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 a technical capacity in Information Systems.

SKILLS/ABILITIES: Good interpersonal skills
Computer proficiency in Windows Platform software systems
Sound project management skills.
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 trouble shoot.

Applications are available online at www.dbas.as or at the main office Development Bank American Samoa located in Pago Pago. Submit a completed application with a current resume and valid local photo identification. **The deadline to apply is April 21, 2025, or until filled.** For more information contact DBAS office at 633-4031.