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Governor

Talauega E.V. Ale  
Lieutenant Governor



Lynn Pulou-Alaimalo  
DHR Director

Max Tuitele  
Deputy Director,  
Personnel/Administration

Fa'agau Steve Lefiti  
Deputy Director,  
WIOA

**AMERICAN SAMOA GOVERNMENT  
DEPARTMENT OF HUMAN RESOURCES  
PAGO PAGO, AMERICAN SAMOA 96799**

**JOB ANNOUNCEMENT**

<b>Job Title:</b> <b>Auditor III</b>		<b>Posting Date:</b> <b>February 3, 2023</b>	<b>Serial No.:</b> <b>023-23</b>
<b>Department/Division:</b> <b>Territorial Audit Office</b>		<b>Closing Date:</b> <b>February 17, 2023</b>	<b>Announcement No.:</b> <b>023-23</b>
<b>Type of Position:</b> <b>Permanent Appointment</b>	<b>Posting Type:</b> <b>Employment Opportunity/ Open to the public</b>		<b>Pay Grade and Salary Range:</b> <b>WS 14/ \$19,567- \$55,057 p.a.</b>

**General Description:**

Auditor III works more independently than the lower level; The incumbent performs moderate difficult level accounting work in establishing and maintaining accounting controls and auditing financial records and reports. Assists in formulating objectives and schedules for auditing based on guides and goals from Senior auditors or Audit Manager.

**Key Duties and Responsibilities:**

**The incumbent is expected to perform of variety of tasks, including but not limited to the following:**

- Participate and conducts independent appraisals to review accounting and financial, budgetary, and other operations of government agencies and programs varying in complexity and size
- Assists or conduct surprised cash counts audits as assigned by the Auditor-in-charge (AIC) or Audit Manager
- Assists in performance audit of local agencies, departments or programs in Accordance with Generally Accepted Government Auditing Standards (GAGAS)
- Assists in examining, analyzing, and testing internal control, and policies and procedures for compliance with local or federal laws and regulations
- Assists in evaluating local agencies, departments, and programs to determine whether they are operating efficiently and effectively, are in compliance laws and regulations and effectively accomplishing their goals
- Develops recommendations for improvements
- Familiarize with and understand the standards and policies of the ASG and the U.S. Government Accountability Office's "Yellow Book"
- Participates in relevant trainings and conference to earn at least 40 CPE credits per annum
- Performs related duties as required

***This is an Equal Employment Opportunity Employer***

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799  
Ph: (684) 633-4485 / Email: [hr@americansamoa.gov](mailto:hr@americansamoa.gov) / Fax: (684) 633-1139

"Here To Serve"

**Knowledge, Skills and Ability:**

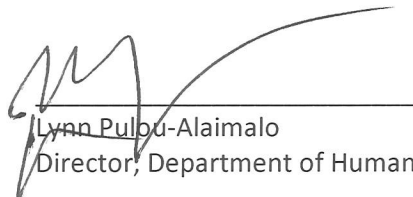
- Knowledge of performance audit standards or program evaluation principles and practices
- Ability to collect and interpret performance-related data
- Proficient in the use of Microsoft word and excel
- Ability to plan and organize work efficiently and effectively
- Ability to adapt to the special demands of the job and meet deadlines
- Ability to establish and maintain effective working relationships with agency personnel, associates and the public
- Ability to manage and resolve conflicts in a positive and constructive manner
- Ability to work effectively in crisis or pressure situations and respond well to unusual circumstances
- Proven aptitude for clear and concise written and oral communications
- Ability to read and interpret laws, rules, regulations and contractual provisions
- Aptitude for analytical thinking and problem solving
- Familiar with federal and local laws, rules and regulations and governmental operations

**Academic and Experience Requirements:**

- Applicant must have a Master Degree from an accredited college/university plus 3 years capacity supervisory
- Bachelor Degree from an accredited college/university plus 5yrs, and 3yrs of supervisory
- Salary will be adjusted according to experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, **or please contact the Recruitment unit at 633-4485/633-4000.**

Fa'afetai tele,



Lynn Pulou-Alaimalo

Director, Department of Human Resources