



## PUBLIC JOB POSTING

<i>Position Title</i>	<b>CHIEF FINANCIAL OFFICER</b>	<i>Posting Date</i>	<b>September 28, 2018</b>
<i>Department</i>	<b>Accounting</b>	<i>Deadline</i>	<b>October 12, 2018, 4:00 p.m.</b>
<i>Division</i>	<b>Support Services</b>	<i>Pay Range</i>	<b>Starting pay to commensurate with experience and qualifications</b>
<i>Position Type</i>	<b>Contract</b>		
<i>Reports To</i>	<b>Executive Director</b>	<i>Job Grade/Status</i>	<b>TBD, Exempt</b>

### *Major Duties & Responsibilities*

The primary objective of the position is the provision of accurate and timely financial information to ASPA management, the Board and appropriate government entities while advising, supervising and directing the day to day activities of the accounting functions. The Chief Financial Officer's (CFO) role is the managing of ASPA's Accounting Department and activities which include the: overseeing of the complex computerized financial accounting system; interpreting and analyzing of corporate accounting and operating statistics; the preparation of draft annual budgets for final corporate review; to enforce policies, procedures and regulations reflective of knowledge in enterprise fund accounting; responsible for annual audit, budget control, grants management and cost accounting statements and submit and interpret all financial statements for the ASPA Board and Management. Other duties are as follows:

- Manage and direct the work of the accounting functions
- Review internal controls and accounting procedures and implement changes as required to ensure checks and balances are in place to prevent errors, abuse etc.
- Communicate with management, employees, government officials, vendors, auditors, state/federal agencies, the public, outside agencies and other individuals as needed to coordinate work activities; review status of work, exchange information and resolve problems that may have a financial impact on, or be of interest to the company.
- Direct preparation of annual budget; monitor status and spending to ensure conformance; ensure timely budget to actual financial data is available to the board management and department managers.
- Direct the preparation and reconciliation of accounts, worksheets, and documentation as required for the annual audit; respond to questions and requests for information from the auditors; respond to and resolve concerns raised by the auditors by developing and implementing new or improved procedures and internal controls.
- Receive various forms, reports, correspondence, proposals, purchase orders, budget documents, grant documents, audit reports, policies, procedures, manuals, reference materials, or other documentation; review, complete, process, forward or retain as appropriate.
- Other duties as listed in position description and required by Executive Director or Board of Directors
- Oversee the development of the annual budget in accordance with the division's operating requirements, including revenue, expense, and capital spending budget.
- Ensure that ASPA develops and maintains an optimal capital structure, minimizing its cost of capital while maintaining flexibility.
- Coordinate ASPA's financial responses to the American Samoa Government, Fono, rating agencies and others as required.

### *Minimum Requirements*

<i>Education</i>	Bachelor's degree in accounting or business administration. Preference will be given to candidates with the Certified Public Accountant or Certified Management Accountant designations.
<i>Experience</i>	10+ years of progressively responsible financial experience for a major company or division of a large corporation. Must have strong experience at supervisory level; plus strong command of written and spoken English. Neat and personable. or experience is a plus. Must also be able to successfully operate or use heavy equipment.
<i>Knowledge, Skills &amp; Abilities</i>	Strong command of mathematics and calculations; A highly thorough knowledge of accounting and auditing principles, practice and procedures related to the electrical utility industry; Outstanding ability to develop sound, practical and modern utility accounting procedures and to plan and organize the accounting activities in such a manner; Strong ability to induce effective performance by the ASPA's accounting employees and to maintain their morale, training and development at a high level; Strong ability to prepare clean and comprehensive financial and budgetary reports in accordance with GAAP's;

**Qualified applicants:** Please submit a completed ASPA Employment Application with a copy of your resume to ASPA Human Resources (address listed above) by the deadline. Please attach copies of credentials and transcripts. Candidates selected for hire must pass examination (when applicable), pre-employment clearances & test negative on pre-employment drug test. ASPA reserves the right to waive education and experience requirements as necessary.