



POSITION DESCRIPTION

Position Title:	Accounting Technician
Role Status:	Full Time / Non Exempt
Location:	Nu'uuli, Am. Samoa
Reports to:	Finance Manager, Management Accounting
Business Unit:	General Administration - Finance
Date:	November 2018

Position Summary:

Under general supervision, performs general accounting functions such as maintenance and accountability for the preparation of assigned reconciliations, fixed assets process, cash postings and reconciliations and other tasks assigned by the immediate supervisor as and when required.

Key Accountabilities and Results Areas (to be determined with Mgr)

<ul style="list-style-type: none">• Maintain and update Fixed Asset Register on a monthly basis
<ul style="list-style-type: none">• Maintain and update company insurance policies
<ul style="list-style-type: none">• Update cash postings into general ledger on a daily basis
<ul style="list-style-type: none">• Update general ledger postings and reconciliations

Major Responsibilities

<ul style="list-style-type: none">• Perform project accounting and costing to produce financial reports for analysis on a monthly basis.• Maintain up-to-date project records (work in progress/construction in progress account), e.g. filing of all project expenses, contracts, agreements, etc.• Prepare weekly bank reconciliations for all bank accounts across the three companies – AST Telecom, LLC, American Samoa Hawaii Cable LLC and American Samoa Entertainment.• Maintain and update the fixed asset register on a monthly basis for all additions, disposals and transfers for AST Telecom LLC, American Samoa Hawaii Cable LLC and American Samoa Entertainment.• Maintain and track insurance documents to ensure that all company assets are adequately covered under the insurance policies and renewals are done on a timely basis. This also includes ensuring that the insurance claims are submitted with the insurance companies and claims processed in a timely manner.• Prepare monthly reconciliations for prepayments and any other reconciliation as the Financial Controller may see fit.• Handle and resolve enquiries for project costing and ensure high standards of client service are provided.• Maintain good working relationships with the various Bluesky cost center departments, suppliers and key stakeholders.• Assist in maintaining relevant sections of the Accounting Manual, company policy and guidelines.• Maintain relevant databases, registers, accounting records and files.• Prepare draft submissions, reports and correspondence.• Assist with the development and presentation of project management financial reporting• Performs other duties of a similar nature or level as required.



Key Stakeholder Relationships

Internal Stakeholders:	<ul style="list-style-type: none"> • Finance Team • Technical Support Team
External Stakeholders:	<ul style="list-style-type: none"> • Auditors

Key Requirements and Competencies

Qualifications/ Experience:	<ul style="list-style-type: none"> • Minimum of an Associates Degree in Accounting, Finance, Business Administration or related field • 2 years of relevant accounting/finance experience • Experience in operating computerized accounting systems
Knowledge/ Skills /Ability:	<ul style="list-style-type: none"> • Knowledge of corporations administrative, budgetary and accounting procedures • Intermediate to Advance experience with databases, spreadsheets and word processing (Excel, Word, Access and Windows) and computerized accounting systems • Good accounting and administrative skills • Problem solving skills • Good judgment • Ability to organise and co-ordinate tasks, workflows and staff to meet deadlines • Ability to work as part of a team • Ability to communicate clearly in person and writing in both Samoan and English • Good interpersonal skills including the ability to create and maintain good working relationships internally and externally
Organisational Competencies:	<p>Customer Service – Treats all customers courteously; is responsive to customer requests and elicits feedback from them to monitor their satisfaction; considers both the short and long-term interests of the customer in making service decisions; proactively identifies customer needs and takes responsibility for resolving customer complaints in a timely manner.</p>
	<p>Learning Agility - Demonstrates a personal learning orientation; seeks and constructively uses feedback to build on strengths and manage weaknesses; is curious and shares learning, and in doing so creates an expectation in others to seek and learn from experiences.</p>
	<p>Building Collaborative Relationships - Exhibits an ability to cooperate and collaborate with colleagues across Bluesky to achieve shared goals; develops and maintains a range of internal and external networks to meet organisational objectives; looks for opportunities to support colleagues.</p>
	<p>Self Management - Sets personal goals in line with business unit plans; takes responsibility for prioritising own work; looks for opportunities to improve performance; is passionate about achieving results.</p>
	<p>Continuous Improvement – Looks for opportunities to apply continuous improvement practices / principles in their work area; responds to suggestions from others; applies new learning so as to improve individual and team performance.</p>



Compliance

Business Compliance:	<p>Ensure a sound understanding and:</p> <ul style="list-style-type: none"> • Demonstrate commitment to and comply with all legislation and Bluesky policy relevant to the role and all activities undertaken in the role • Ethical performance in an effort to maintain a high standard of conduct expected and deserved by our customers and to enable the Company to continue to offer its services and comply with our Bluesky Code of Ethics and Conduct.
Health and Safety:	<ul style="list-style-type: none"> • Undertake all work in a safe manner and follow all company and workplace health and safety procedures • Identify new hazards and advise manager or workplace Health and Safety representative/coordinator within 24 hours of identification. • Accurately report incidents and accidents to manager or workplace Health and Safety representative/coordinator as soon as possible.

Vision, Purpose, Values, & Way

Our Vision	Our Purpose	The Bluesky Way	Our Values
To be the most recognised and preferred company for connecting our Pacific communities around the world.	We apply technology and service excellence to advance and improve the lives of our customers.	We take ownership and always do our best for customers. We respect and support each other.	<ul style="list-style-type: none"> • Customer first • Team work • Integrity • Passion • Positive attitude and smile!