



The Virgin Islands Housing Finance Authority is seeking qualified applicants for a position on the island of St. Thomas

ACCOUNTANT I

The Accountant I is responsible to assist in the month-end close process through accounts payable/accounts receivable functions and bank reconciliations. This position reports directly to the Director of Accounting and provides support to that position as needed.

ESSENTIAL FUNCTIONS:

- Perform all accounts payable duties to include verification of invoices for payment, recording expenditures to appropriate accounts, reconciliation of vendor accounts and respond to vendors and other departments' inquiries on processed expenditures.
- Responsible for preparing recurring rental invoices, statements and liaison with the Rental Department to ensure accurate recording of rental transactions.
- Maintain document files for invoices and cash receipts in compliance with retention policies.
- Responsible for the recording of investment and securities transactions including earned bank interest and the reconciliation of related general ledger accounts.
- Assist with general ledger account analysis and provide supporting documentation for accounts and subsidiary ledgers.
- Assist with the month-end close process.

QUALIFICATIONS:

- **Education:** Associate's Degree in Accounting.
- **Experience:** 1-3 years of experience. Equivalent combination of education and experience may be substituted.
- **Knowledge, Skills and Abilities:** Knowledge of basic accounting requirements; computer literate to include Microsoft Word, Excel and Outlook; good oral and written communication skills; ability to be flexible and work under pressure; ability to work harmoniously with other agency personnel; ability to maintain confidentiality in all assignments and ability to multi-task, work collaboratively in a team-oriented environment and problem solve.

SALARY RANGE:

\$33,280.00 - \$47,840.00 per annum depending upon qualifications and experience

Employment applications are available at our offices or may be downloaded from our website at www.vihfa.gov. Interested applicants must submit an application, cover letter, resume/vitae and three (3) professional letters of recommendation by close of business on Wednesday, January 27, 2016 to:

Yvonne A. Christopher, SHRM-CP, PHR
Director of Human Resources
Virgin Islands Housing Finance Authority
3202 Demarara Plaza Suite 200, St. Thomas, USVI 00802-6447

Incomplete application packages will not be considered. Selected candidates will be contacted for testing and interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer