



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

DIRECTOR OF ACCOUNTING

The Director of Accounting has overall responsibility to ensure that all accounting transactions are recorded in a timely and accurate manner and that financial accounting systems provide adequate financial data to support the Division's needs. This position reports directly to the Chief Financial Officer (CFO) and provides support to that position as needed. This is a Territorial position.

ESSENTIAL FUNCTIONS:

- Responsible for the maintenance of all financial accounting systems, including implementation, upgrades and ongoing access requirements.
- Directs, coordinates and administers accounting operations which may include general accounting, cost accounting, payroll, accounts payable and accounts receivable.
- Oversees the general accounting function, which includes the inter-company accounting, cash management/reconciliation, financial reporting and balance sheet management.
- Accountable for ensuring that policies and procedures are in place to provide reasonable assurance that the Authority's assets are protected.
- Ensures that the VIHFA's financial records are maintained in compliance with Authority policies and GAAP.
- Responsible for reviewing monthly/quarterly account reconciliation and other documents to ensure this compliance.
- Supervises the completion of Federal and State tax reporting requirements (including income, property, sales and use, payroll and other local taxes), insurance reports and other reports required by government regulation.
- Coordinates work relating to both internal and external audits in the periodic review of the Authority's financial records. Is further responsible for the implementation of agreed upon recommendations, related to areas of responsibility, resulting from the audit.
- Analyzes records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments and obligations incurred.
- Plans, directs and coordinates ledger maintenance, report preparation and operating statistics.
- Develops, modifies and reviews accounting systems, reporting methods and controls.
- Develops, installs and maintains budgeting systems that provide control of expenditures made to carry out activities, such as advertising and marketing, production and labor, maintenance or project activities such as construction of buildings.
- Participates with management in matters regarding preservation of capital and assets.

QUALIFICATIONS:

- **Education:** Bachelor's Degree from an accredited college or university in Business Administration, Accounting or related field required. CPA or CPA candidate preferred.
- **Experience:** 7-10 years of progressive accounting experience with GAAP and OMB requirements; at least 3 years experience as a Controller/Director or in a supervisory role. Equivalent combination of education and experience may be substituted.
- **Knowledge, Skills and Abilities:** Ability to work effectively under deadlines and in a complex structure environment; ability to think critically and strategically; ability to provide management and direction to staff and willingness to make difficult and challenging decisions; skilled at interpreting complex accounting and financial information; skilled in managing shifting priorities with very little direction; skilled in managing and interacting with staff; strong working knowledge of GAAP, internal controls and financial reporting; willingness to be a team player and to be flexible; computer literate to include Microsoft Word, Excel, Outlook and SAP; ability to work harmoniously with other agency personnel; and ability to maintain confidentiality in all assignments.

SALARY RANGE:

\$74,880.00 - \$89,440.00 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) current professional letters of recommendation by close of business on Friday, February 26, 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 interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer