



## Virgin Islands Public Finance Authority **ACCOUNTANT**

**LOCATION:** ST. Thomas

**OPENING DATE:** 02/28/2024

**FLSA STATUS:** Exempt

**CLOSING DATE:** Open until filled

Looking for an individual that will prepare and maintain financial records to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities.

### **Example of Duties:**

- Performs general accounting and other related duties for the organization.
- Maintains the general ledger.
- Codes invoices, sets up new vendor accounts.
- Reconciles bank accounts monthly.
- Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Prepares tax forms with federal and local government agencies.
- Maintains knowledge of acceptable accounting practices and procedures.
- Performs other related duties as assigned.
- Prepare and submit weekly/monthly reports.
- Assist Senior Accountant in preparation of monthly/annual closings.
- Assist with maintenance of digital accounting records.

### **Minimum Qualifications:**

#### **Education and Experience:**

- Bachelor's degree in accounting, or related field, required.
- At least three years of related experience required.

#### **Salary:**

\$55,000 - \$65,000 per annum depending upon qualifications.

#### **HOW TO APPLY:**

Persons interested in this position must submit a detailed letter of interest specifically addressing the qualifications mentioned in this announcement along with a copy of their current resume and salary history to the Virgin Islands Public Finance Authority to Cheynelle Harris, Human Resources Manager at [charris@usvipfa.com](mailto:charris@usvipfa.com).