



Virgin Islands Public Finance Authority
INFORMATION TECHNOLOGY/ACCOUNTING ASSISTANT

LOCATION: ST. Thomas

OPENING DATE: 02/28/2024

FLSA STATUS: Exempt

CLOSING DATE: Open until filled

Looking for an individual that will perform a variety technology related and accounting duties to assist in the Virgin Islands Public Finance Authority's operations.

Example of Duties:

- Assist with computer and peripheral equipment installations.
- Assist personnel with all aspects of technology related items, including software, hardware equipment and materials.
- Monitor, assist and support employees through various technology related activities.
- Provides and arranges technology to assigned staff.
- Assist in the diagnosis and repair of technology by performing appropriate troubleshooting steps.
- Maintain accurate inventory of all IT equipment.
- Supports and facilitates office events/meetings.
- Communicates and troubleshoots with staff as needed.
- Assists with IT procedures for departing staff.
- Provides accounting and clerical assistance to the accounting department.
- Accurately prepares, maintains and files accounting documents and records
- Prepares and makes bank deposits.
- Any other applicable duties as assigned.

Minimum Qualifications:

Education and Experience:

- Associate degree in information technology or relevant certification
- High School Diploma

Salary:

\$27,000 - \$35,000 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.