



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

**LOCATION:** ST. Thomas

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

**FLSA STATUS:** Exempt

**CLOSING DATE:** Open until filled

Looking for a dynamic individual that will be responsible for applying accepted accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.

### **Example of Duties:**

- Compile and analyze financial information to prepare financial statements including monthly and annual accounts.
- Ensure financial records are maintained and financial deadlines are met in compliance with accepted policies and procedures.
- Prepare financial management reports.
- Ensure accurate and timely monthly, quarterly and year end close processes.
- Establish and monitor the implementation and maintenance of accounting control procedures.
- Resolve accounting discrepancies and irregularities.
- Continuous management and support of budget and forecast activities.
- Monitor and support taxation requirements.
- Assist with financial audits.
- Oversee accurate and appropriate recording and analysis of revenues and expenses.
- Evaluate and advise on business operations including revenue and expenditure trends
- Ensure compliance with relevant laws and regulations and integrity of financial data.
- Protect organization's value by keeping information confidential.
- Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Post accounts payable batches and process weekly check runs.
- Resolve internal and external accounting queries timely.

### **Minimum Qualifications:**

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

- Bachelor's degree in accounting or finance.
- A minimum of 5 years' experience in the management of financial systems and budgets, financial reporting, financial data analysis and auditing

#### **Salary:**

\$65,000 - \$75,000 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).