

Virgin Islands Housing Authority

St. Thomas

#402 Anna's Retreat
P.O Box 7668
St. Thomas, VI 00801
Telephone: 340-777-8442
Fax: 340-775-0832
Email: exec@vihousing.org



St. Croix

#5 Estate Bethlehem
P.O Box 1349, Kingshill
St. Croix, VI 00851
Telephone: 340-778-8442
Fax: 340-773-3054

POSITION VACANCY ANNOUNCEMENT FOR:

SENIOR ACCOUNTANT

Vacancy # 2011 – 016

- Salary: \$43,571.31-\$69,759.07 Annually; Exempt/Non Union- Grade EN-23
- Department: Chief Financial Office
- Type of Appointment: Full-Time, Monday - Friday, 8:00 a.m.-5:00 p.m.
- Closing Date: Friday, December 16, 2011
- Number of Position: (1) St. Thomas

General Duties:

1. Applies knowledge to maintain departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures.
2. Coordinates and verifies financial reporting information submitted to HUD and other agencies. Maintains expenditure and budgetary control accounts, and prepares reports relating to account status for 10 AMPS, related fixed assets/depreciation, interfold companies reconciling with other programs, inventories, tenants accounts receivable, units tracking from occupancy to track management fees, in addition track fees for services.
3. Analyzes forms, reviews statements, audit reports, and other record for completeness and accuracy to assure compliance with prescribed regulations.
4. Performs research and prepares analytical reports relating to the Authority's programs. Prepares journal vouchers to close books.
4. Prepares bank reconciliations for the general fund, Low Rent Public Housing Bank Accounts, cash allocation, special operating fund, and other funds or programs assigned by the supervisor. Tracking and reconciliation of annual leave, sick time with related short and long term liabilities.
6. Operates a computer to enter, retrieve, review or modify data. Verifies accuracy of entered data and makes corrections. Utilizes word processing,



spreadsheet, database or other programs. Performs basic maintenance of computer system and office equipment.

7. Prepares and maintains specialized reports and analyzes on an as needs basis. Examples include but not limited to; fund report amendments, unrestricted vs. restricted cash balance analyzes, audit reports used in annual audit schedules, etc.
8. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in Accounting or Finance or a related field (CPA preferred).

Experience: A minimum of ten (10) years working experience in governmental (preferably at a PHA or HUD related organization).

An equivalent combination of education and experience may be substituted for the above.

Special Skills:

- Knowledge of HUD'S accounting requirements
- Accountable for handling highly confidential information in a professional manner
- Strong analytical skills, good judgment, and initiative
- Ability to make recommendations to management
- Ability to work independently and resolve problems quickly and accurately
- Ability to function in an environment of multiple and shifting priorities
- Ability to prepare complete and accurate accounting reports and statements
- Strong oral and written communications skills
- Basic knowledge of data processing
- Recognizes weaknesses in internal control and makes recommendations for improvement

Employment applications are available at VIHA's Central Offices located at #402 Anna's Retreat on St. Thomas. Interested candidates must submit an application to our Central Office on either St. Thomas or mail postmarked by the deadline date to: Virgin Islands Housing Authority; Attention: Human Resources Division P.O. Box 7668, St. Thomas, V.I. 00801. Selected candidates will be contacted.

Robert Graham CPM, Executive Director

Date

