



The Virgin Islands Housing Finance Authority
is seeking qualified applicants for the following position

DIRECTOR OF INTERNAL AUDIT

The Director of Internal Audit manages the Internal Audit functions for the Virgin Islands Housing Finance Authority's (VIHFA's) Divisions and Programs, including the Community Development Block Grant (CDBG) - Disaster Recovery (DR) and Mitigation (MIT) Programs. The Director of Internal Audit is responsible for preparing and implementing a risk-based audit plan to assess, report on, and make suggestions for improving the Authority's key operational and finance activities and internal controls. This is a Territorial position.

ESSENTIAL FUNCTIONS:

- ⇒ Supervise and manage the Audit Team. Attract, hire, and retain a team of high-performing audit professionals who possess outstanding knowledge, experience, ethics, and integrity.
- ⇒ Works to ensure roles, responsibilities, and results are efficiently coordinated and collectively optimizing the effectiveness of risk management, control and governance of the Authority.
- ⇒ Responsible for developing and implementing an annual audit plan that identifies areas to be audited for VIHFA and its federal programs and grants.
- ⇒ Oversees the quality assurance assessments of the Authority's systems, processes and procedures to determine their adequacy, reliability and effectiveness.
- ⇒ Oversees the Authority's reviews and compliance with established policies, procedures, and applicable law and assists with identifying, developing and implementing goals and objectives.
- ⇒ Serves as the key point person on all regulatory exams and other third-party audits. Coordinate the activities of external auditors including how best to leverage the work performed and results produced from Internal Audit's work.
- ⇒ Manages the audit plans and audit programs for CDBG-DR and CDBG-MIT and conduct site visits and assessments of procedures, policies and compliance with Housing and Urban Development (HUD) guidelines and other Federal regulations
- ⇒ Prepares reports and conducts analysis to set forth results of audits and make recommendations on administrative, organizational and appropriate corrective action and follow up on recommendations and implementation of corrective actions.
- ⇒ Oversee Internal Audit's participation in critical business and technology initiatives and projects ensuring that audit's perspective is effectively voiced and appropriate controls are designed and implemented on a proactive basis.
- ⇒ Proactively inform senior management of significant risks or exposures related to internal controls, compliance, and/or governance requiring prompt attention.
- ⇒ Issue all Internal Audit reports ensuring the reports are clear, concise, identify root causes with practical solutions, and ultimately provide value to management.
- ⇒ Assists with planning and monitoring special projects.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelors Degree from an accredited college or university in Business Administration, Accounting, Finance or related field required. Master's Degree preferred.
- ⇒ **Experience:** Minimum of 8 years of directly related accounting and auditing experience with demonstrated competence. Knowledge of Accounting Principles (GAAP), Auditing Standards (GAAS) and Governmental Accounting Standards (GASB). Knowledge of applicable housing laws, financial management practices and principles, accounting, auditing, budgeting, financial analysis and research techniques. Equivalent combination of education and experience
- ⇒ **Knowledge, Skills & Abilities:** Thorough knowledge of accounting and auditing theory and process; Thorough knowledge of accounting and operating systems and controls; Ability to analyze financial records and reports to assure compliance with policies and procedures, and rules and regulations; Ability to prepare complex reports; Ability to express clearly and articulately in oral and written communication; Ability to plan, organize and meet deadlines; Ability to work independently; Ability to plan, organize and control comprehensive internal audit services; Ability to analyze, interpret and apply state laws, federal compliance requirements and local regulations and policies; Ability to analyze, interpret and apply laws, codes, regulations, policies and court decisions affecting the Authority; Willingness to be a team player and to be flexible; Computer literate to include Microsoft Word, Excel and Outlook; Ability to work harmoniously with other agency personnel; Ability to maintain confidentiality in all assignments; and a Valid Driver's License.

SALARY: \$74,880 - \$89,440 per annum depending upon qualifications.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Stay at Home period, application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Friday, July 16, 2021; however, this position will remain open until filled. 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