



## **TEMPORARY POSITION**

The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following position for the St. Thomas/St. John District:  
**EMERGENCY RENTAL ASSISTANCE PROGRAM ACCOUNTANT II**

The ERAP Accountant II is responsible for assisting in accurate and complete monthly reporting of all financial information relative to the Emergency Rental Assistance Program (ERAP). This position reports directly to the Director of Accounting and provides support to that position as needed.

### **ESSENTIAL FUNCTIONS:**

- ⇒ Process check requests submitted by the Emergency Rental Assistance Program appropriately to ensure the proper disbursement of program funds.
- ⇒ Responsible for reconciling ERAP- related general ledger accounts, preparation of supporting schedules and record retention according to governmental policies and procedures.
- ⇒ Review and prepare journal vouchers on a monthly basis for accurate recording of financial transactions.
- ⇒ Compile information and prepare reports to assist with the month-end close process and management's financial decisions.
- ⇒ Assist with the maintenance of subsidiary ledgers and prepares reports to validate general ledger balances.
- ⇒ Perform account analysis and prepare journal vouchers for correcting entries when necessary.
- ⇒ Reconcile ERAP bank account, report any identified errors to the Director of Accounting, and prepare appropriate journal vouchers to correct postings when necessary.
- ⇒ Prepare the daily cash balance report and communicate funding needs to ensure sufficient balances for the ERAP disbursements. Assist with the cash flow process.

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- ⇒ **Education:** High School Diploma or equivalent Certificate. Bachelor's Degree in Accounting.
- ⇒ **Experience:** 4-7 years of relevant work experience. Equivalent combination of education and experience.
- ⇒ **Knowledge, Skills & Abilities:** Ability to prepare complete and accurate accounting reports and statements. Ability to apply and adapt established methods in accounting transactions. Knowledge of basic accounting requirements. Computer literate to include Microsoft Word, Excel and Outlook. Good oral and written communications skills. Ability to be flexible and work under pressure. Ability to work harmoniously with other agency personnel. Ability to maintain confidentiality in all assignments. Ability to multi-task, work collaboratively in a team-oriented environment and problem solve. Ability to perform duties with limited supervision.

**SALARY:** \$21.00 per hour; no benefits

### **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](mailto: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](http://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*