



## **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 I**

The Emergency Rental Assistance Program (ERAP) Accountant I is responsible to assist in the month-end close process through accounts payable/accounts receivable functions and bank reconciliations. This position reports directly to the Director of Accounting and provides support to that position as needed.

### **ESSENTIAL FUNCTIONS:**

- ⇒ Perform all accounts payable duties to include verification of invoices for payment, recording expenditures to appropriate accounts, reconciliation of ERAP accounts and respond to ERAP program staff inquiries regarding processed ERAP expenditures.
- ⇒ Responsible for the preparation of recurring invoices, statements and liaison with the other divisions to ensure accurate recording of transactions.
- ⇒ Maintain document files for ERAP payment transactions in compliance with retention policies.
- ⇒ Responsible for uploading supporting documentation for all ERAP payments to the SAP accounting software
- ⇒ Assist with general ledger account analysis and provide supporting documentation for accounts and subsidiary ledgers.
- ⇒ Assist with the month-end close process.

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

- ⇒ **Education:** High School Diploma or equivalent Certificate. Associate's Degree from an accredited college or university in Accounting.
- ⇒ **Experience:** 1-3 years of experience. Equivalent combination of education and experience. An equivalent combination of education and experience
- ⇒ **Knowledge, Skills & Abilities:** 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.

**SALARY:** \$20.00 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).

**This vacancy announcement will remain open until position is filled.** Incomplete application packages will not be considered. Selected candidates will be contacted for interview. 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*