



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position on the island of St. Thomas:

DISASTER RECOVERY FINANCIAL ANALYST

The Community Development Block Grant - Disaster Recovery (CDBG-DR) Financial Analyst analyzes CDBG-DR financial data by collecting, monitoring, and creating financial models to support decision-making, and provides support for reporting in DRGR, and preparation of the HUD Quarterly Reports (QPR). This position reports directly to the Disaster Recovery Finance Director and provides support to that position as needed.

ESSENTIAL FUNCTIONS:

- ⇒ Manages the CDBG-DR Program financial status by analyzing results, monitoring variances, identifying trends, and recommending actions to management.
- ⇒ Reporting and inputting data into DRGR.
- ⇒ Preparation of HUD Quarterly Reports (QPR).
- ⇒ Assist management with the development of the Action Plan, Amendments and Grantee administration cost budgets providing detail assumptions.
- ⇒ Provide timely, relevant, and accurate reporting and analysis of results of the CDBG-DR Program against historical, budgeted, forecasted and strategic planning results to facilitate decision-making toward the achievement of budget and strategic plan.
- ⇒ Demonstrates appropriate understanding/working knowledge of accounting principles and internal controls and apply them.
- ⇒ Assist with the development of dashboards and performance reports to assist the reporting requirements for internal and external stakeholders, providing explanation and supporting documentation as necessary.
- ⇒ Develops and maintains various financial models and standard templates during the planning processes, ensuring quality, accuracy, and forecasted analytic review.
- ⇒ Supports the Disaster Recovery Chief Financial Officer by being the first point of contact for issues and questions regarding the CDBG-DR Program.
- ⇒ Performs monthly balance sheet, income statement and changes in financial position/budget variance analysis and assist with day-to-day general ledger accounting and reconciliation, financial reporting, and analysis of the CDBG-DR Program.
- ⇒ Analyze data to ensure proper accounting procedures have been followed. Investigates and reports to the Disaster Recovery Finance Director of any inconsistencies or improprieties.
- ⇒ Assists with annual and quarterly forecasting.
- ⇒ Prepares correspondences, financial reports, charts, tables, and other exhibits as requested.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelor's degree from an accredited college or university in Accounting or Finance related field.
- ⇒ **Experience:** 4-7 years of relevant work experience; Equivalent combination of education and experience; Knowledge of DRGR and QPR or other Federal Reporting requirements, a plus.
- ⇒ **Knowledge, Skills and 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; Knowledge of governmental and grant budget development and processes; Computer literate to include Microsoft Word, Excel, and Outlook; Good oral and written communications skills; 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. A valid Virgin Islands Driver's License.

SALARY: \$54,080 - 68,640 per annum depending upon qualifications. CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, and resume/vitae. **Application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office later. Employment applications can be downloaded from our website at www.vihfa.gov. **Deadline for submittal of application package is Friday, February 3, 2023; 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