



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position for the St. Thomas/St. John District:

### **CDBG-DR FINANCE DIRECTOR**

The Disaster Recovery Finance Director (DR-FD) is responsible for the administration and management of the Virgin Islands Housing Finance Authority's (VIHFA's) Community Development Block Grant Disaster-Recovery (DR) financial systems. The DR-FD reports directly to the Chief Disaster Recovery Officer (CDRO) and serves as the principal financial engineer for the CDBG-DR Program. The DR-FD is primarily responsible for managing the transparent, efficient disbursement of CDBG-DR funds and ensuring that financial system and processes are compliant. Also responsible for assisting with all strategic and tactical matters as they relate to accounting, budget management, and forecasting needs. This is a Territorial position.

#### **ESSENTIAL FUNCTIONS:**

- ⇒ Assist the CDRO with overseeing the sound financial management of the CDBG-DR Program especially as it relates to the CDBG-DR Financial Control Policies. This includes monitoring banking activities and ensuring adequate cash flow to meet the CDBG-DR Program needs.
- ⇒ Direct and manage the financial programs and supporting information systems of the CDBG-DR Program to include budgeting, accounting, grant funding and expenditure of funds, ensures maintenance of appropriate internal controls and financial procedures, including the timely input of data into the Disaster Recovery Grants Reporting System (DRGR) and Quarterly Performing Reports (QPRs).
- ⇒ Create policies and tools for drawing funds from and reporting in DRGR.
- ⇒ Create tracking systems to evaluate and report the timeliness of the grantee's overall CDBG-DR expenditure rate as well as progress towards meeting outcome measures and the comparison of obligations to expenditures
- ⇒ Assist in the immediate and long-range budget planning to assure sound administration of the CDBG-DR program.
- ⇒ Prepare reports which summarize and forecast CDBG-DR spending, based on past, present, and expected operations.
- ⇒ Guide the preparation of the CDBG-DR annual operating budget for Executive Director and Board Approval and ensure respective programs maintain budgetary goals, including LMI tracking and spending.
- ⇒ Ensures that the Authority is in compliance with state and federal regulations and that taxes and payroll are current following all regulatory guidelines.
- ⇒ Stays abreast of industry trends and developments, and all changes in laws or regulations affecting the CDBG-DR Program's financial operations, making CDBG-DR leadership aware of same as necessary.
- ⇒ Assist in the establishment and maintenance of positive working relationship with Territorial government officials, elected representatives, and the Department of Housing and Urban Development (HUD) staff. Represents the CDBG-DR Program in efforts with subrecipients and financial partners, Legislative and Court appearances/meetings, functions, and other events as requested by the Director of CDBG-DR. Provides information on the status of CDBG-DR activities as appropriate.
- ⇒ Review and approve CDBG-DR expenditures and contracts for goods and services as required by the Procurement Policy.
- ⇒ Ensure annual audits are conducted and submitted to the Federal government. Ensure that all audits and management review findings or deficiencies are corrected within a timely manner. Remains up to date on governmental and non-profit audit best practices.
- ⇒ Ensure that financial files are organized and accessible for periodic HUD monitoring. If financial deficiencies are found, amend existing policies, procedures, and systems.
- ⇒ For project or beneficiary closeout, verify that all funds have been disbursed and financial files are complete and if yes, close out that file. Provide documentation and final financial reports for the CDBG-DR program closeout.
- ⇒ Performs other duties as requested by the CDRO to ensure the sound financial administration of the CDBG-DR Program.

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

- ⇒ **Education:** Master's Degree from an accredited college or university in Accounting, Finance, Economics, or related field required.
- ⇒ **Experience:** At least 10 years of Accounting, Finance and/or Economics experience; at least 5 years in a supervisory/management role; Equivalent combination of education and experience; 5+ years of in-depth experience working in CDBG/CDBG-DR or related federal disaster recovery programs/grant administration required; Disaster recovery experience, and/or knowledge of DRGR, QPR or other types of federal reporting, a plus; Experience of how housing and community development programs are implemented at the federal and local levels; Combination of equivalent education and experience; Certified Public Accountant (CPA) desirable.
- ⇒ **Knowledge, Skills & Abilities:** Experience with federal programs; Extensive financial management experience; Strong working knowledge of GAAP, internal controls and financial reporting, and experience interpreting complex accounting and financial information; Thorough knowledge of financial and bond accounting; Knowledge of governmental accounting preferred; Extensive knowledge of public and commercial financing and current trends in housing; Working knowledge of regulations governing federal programs such as the CDBG and CDBG-DR Programs; Considerate knowledge of program compliance, interpretation of laws, organization policies and federal rules and regulations; Demonstrates the ability to build and maintain positive relationships with the Authority's Board, Executive Team, Staff and Stakeholders; Superior communication skills - oral, written and listening; Strong presentation skills and the ability to communicate effectively in front of groups; Strong time management and project management skills; Proficiency in the use of Microsoft Word, Excel, Outlook, and PowerPoint; Ability to work in a fast-paced environment; Valid Virgin Islands Driver's License.

**SALARY: \$90,000-\$105,000** 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. **During the Safer 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 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*