



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

ACCOUNTANT I

The 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 DUTIES AND RESPONSIBILITIES:

- ⇒ Perform all accounts payable duties to include verification of invoices for payment, recording expenditures to appropriate accounts, reconciliation of vendor accounts and respond to vendors and other departments' inquiries on processed expenditures.
- ⇒ Responsible for preparing recurring rental invoices, statements and liaison with the Rental Division to ensure accurate recording of rental transactions.
- ⇒ Maintain document files for invoices and cash receipts in compliance with retention policies.
- ⇒ Responsible for the recording of investment and securities transactions including earned bank interest and the reconciliation of related general ledger accounts.
- ⇒ 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:

- ⇒ Associate's Degree from an accredited college or university in Accounting.
- ⇒ 1-3 years of accounting experience. Equivalent combination of education and experience may be substituted.
- ⇒ Knowledge of basic accounting requirements; computer literate to include Microsoft Word, Excel and Outlook; good oral and written communication skills; ability to be flexible and work under pressure; ability to work harmoniously with other agency personnel; ability to maintain confidentiality in all assignments and ability to multi-task, work collaboratively in a team-oriented environment and problem solve.

SALARY: \$33,280 - \$47,840 per annum depending upon qualifications

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, and resume/vitae. **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 later. Employment applications can be downloaded from our website at 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