



The Virgin Islands Housing Finance Authority
is seeking qualified applicants for a position on the island of St. Thomas
ACCOUNTANT II

The successful candidate will be responsible for accurate and complete monthly reporting of all financial information. This position reports to the Director of Accounting and provides support as needed.

ESSENTIAL FUNCTIONS:

- ⇒ Perform Federal Programs cash draw downs and prepare check requests appropriately to ensure the proper disbursement of Federal funds.
- ⇒ Responsible for reconciling Federal Programs related general ledger accounts, preparation of supporting schedules and record retention according to governmental policies and procedures.
- ⇒ Reviews and prepares journal vouchers on a monthly basis for accurate recording of financial transactions.
- ⇒ Compiles information and prepares 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.
- ⇒ Identifies cash deposits requiring transfer to appropriate bank accounts and prepares check requests with general ledger coding to facilitate transfer process.
- ⇒ Reconcile bank accounts, contact bank personnel to correct errors and prepare appropriate journal vouchers to correct postings when necessary.
- ⇒ Prepares the daily cash balance report and communicate funding needs to ensure sufficient balances for the Authority's disbursements. Assist with the cash flow process.

QUALIFICATIONS:

- ⇒ **Education:** Bachelor's Degree in Accounting or related field desirable.
- ⇒ **Experience:** 4-7 years of relevant work-related experience. An equivalent combination of education and experience may be substituted.
- ⇒ **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; computer literate to include Microsoft Work, 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; ability to multi-task, work collaboratively in a team-oriented environment and problem solve; and ability to perform duties with limited supervision.

SALARY: \$37,440 - \$52,000 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