

GOVERNMENT OF THE VIRGIN ISLANDS
VIRGIN ISLANDS BOARD OF EDUCATION



VACANCY ANNOUNCEMENT

Job Title:	Accountant	Closing Date:	
Agency:	VI Board of Education	Location:	St. Thomas, VI
Salary:	\$44,000.00 - \$53,000.00	Class:	Classified

DEFINITION: The VI Board of Education's (VIBE) Accountant is located in St. Thomas, however, he/she performs the accounting duties for the entire agency. This is a standard position involving general, accounting work in processing invoices, paying vendors, calculating and reporting payroll, preparation of monthly fiscal accounts, and keeping an accounting record for transactions performed within the VIBE agency. Work requires knowledge of accounting procedures/techniques involved in carrying assigned tasks. This is routine work involving accounting tasks and requiring significant judgement. The individual in this position will be under the direct supervision of the Director of Business and Finance.

DUTIES AND RESPONSIBILITIES (Not all Inclusive):

- Prepares and reviews promissory/grant awards, agreements, contracts, budgets, and other associated work plans.
- Enters vendor information, payments, quotes, invoices, etc.. in the Department of Finance Munis/ERP system.
- Prepares financial documents for local and federal processing such as: Statement of Remittance (SOR), Cash Receipts, Fiscal Budget Plans, Grant Applications, Financial Status Reports, Miscellaneous Encumbrance Documents, and Advice of change in Encumbrance, Travel Vouchers, Government Transportation Request, Draw down Reports, and filing documents.
- Reconciles the Department's Financial Accounting System Reports and the V.I. Government's Financial Management System.
- Ensures the maintenance of expenditures and budgetary controls of accounts and prepares necessary reports relating to account status.
- Advises Finance Director on financial, accounting and auditing problems; ensures the maintenance of proper accounting records.
- Prepares payroll for VIBE staff and enters information in Timeforce, account for compensatory hours and other leave hours earned and used.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree from a four (4) year college or University in Accounting, Finance, Business Administration or any related field which includes at least fifteen (15) credits in accounting plus at least two (2) years of experience dealing with commercial or governmental accounting; OR

An Associates degree in Accounting, Finance, Business Administration or any related field which includes at least fifteen (15) credits in accounting, plus four (4) years of experience dealing with commercial or governmental accounting; OR

Two (2) years' experience working in the capacity of Accountant I, which includes the required fifteen (15) accounting credits. (GVI promotions only)

Pls. note: (no substitution can be made for the required accounting credits)

Position Factors

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of basic accounting principles and procedures to include governmental accounting. Knowledge of standard office practices and procedures.
- Knowledge of basic organization, procedures and policies of the department as related to accounting needs.
- Ability to apply federal/local regulations, laws, guidelines, instructions, accounting principles, standard auditing procedures, etc.
- Ability to interpret financial statements to prepare complete and accurate accounting reports and statements of some complexity.
- Ability to perform detailed work involving written or numerical data, and to make mathematical calculations rapidly and accurately.
- Ability to devise and install accounting methods, techniques, and procedures.

FACTOR 2 - SUPERVISORY CONTROLS:

The employee performs responsible accounting work of moderate difficulty. Work is assigned to employee who works under the supervision of the Director of Business and Finance. Work is reviewed through reports and discussions. Completed work is submitted for approval by supervisor.

FACTOR 3 – GUIDELINES:

Guidelines include departmental rules, regulations, policies, and procedures, and governmental accounting manuals. The employee interprets and adapts guides for particular situations and uses initiatives and resourcefulness gained from experience to apply and arrive at appropriate decisions.

FACTOR 4 – COMPLEXITY:

The employee performs work on moderately difficult fiscal transactions and uses standard methods and procedures to achieve desired results.

FACTOR 5 - SCOPE AND EFFECT:

The purpose of the position is to ensure that all data entry transactions are posted, determine the accuracy of government funds and control fund expenditures.

FACTOR 6 - PERSONAL CONTACTS:

Contacts are made with coworkers, other agencies, division representatives and vendors.

FACTOR 7 - PURPOSE OF CONTACTS:

To advise, provide, or obtain assistance relative to accounting and budgetary matters, resolution of problems and other changes.

FACTOR 8 - PHYSICAL DEMANDS:

Work is sedentary in nature, requiring no unusual physical demands.

FACTOR 9 - WORK ENVIRONMENT:

Work is performed in an office setting.

HOW TO APPLY: Persons interested in this position must submit the following information: 1) a detailed letter of interest specifically addressing the qualifications mentioned in this announcement and 2) A current resume with salary history. The application package may be emailed to adewindt@myviboe.com with "Accountant Position" in the subject line, or mailed to P. O. Box 11900, St. Thomas, VI 00801, attention Ms. Alcenta DeWindt.