GOVERNMENT OF THE VIRGIN ISLANDS
VIRGIN ISLANDS BOARD OF EDUCATION

VACANCY ANNOUNCEMENT

Job Title:	**Director of Business &**	Closing Date:	Open until filled
Agency:	**Finance** VI Board of Education	Location:	St. Thomas, U.S. Virgin Islands
Salary:	Starting at $86,500	Class:	Exempt

DEFINITION: Under general direction, the VI Board of Education's ("VIBE") Director of Business and Finance is a confidential policy maker appointed by the VIBE's governing board ("Board") and shall serve at the pleasure of the Board, under the supervision of the Executive Director. The Director of Business and Finance will utilize his or her experience, judgment, and knowledge to review, evaluate, and influence decisions regarding the VIBE's operations, including but not limited to, modifying internal financial operations and policies where necessary to ensure compliance with all applicable federal and local laws. The Director of Business and Finance will be involved in the strategic development of policies and programs which support the VIBE's operational activities, its mission and core values. The Director of Business and Finance will direct staff and ensure that work is reviewed on completion by application of standard rules and regulations of the Government of the Virgin Islands ("GVI") and governmental accounting standards. This position is required to act in the absence of the Executive Director and Associate Executive Director and perform related duties as required.

EXAMPLES OF DUTIES:

- Develops, implements and evaluates budgetary control policies and procedures
- Compiles information regarding the VIBE's financial plan in accordance with the GVI's Office of Management and Budget, Department of Finance and the VIBE's guidelines for the Executive Director's review and presents it to the Board for consideration
- Provides guidance in regard to budgetary matters and prepares evaluative and statistical financial reports and related documents
- Plans, organizes and supervises the financial aid program to administer financial aid funds and services
- Addresses complaints and resolves problems related to financial matters, including the financial aid program
- Oversees the coordination of student loan processing between students and the VIBE,including the repayment of student aid loans.
- Collects and analyzes data to determine the effectiveness of financial aid awards and loan collections
- Assists in assessing the VIBE's operational methods, policies and procedures along with relevant data and trends, and makes recommendations to support effective operations.
- Participates in Board meetings, legislative hearings, and other events
- Ensures that effective internal controls are in place for fiscal management and compliance with GAAP and applicable federal and local regulatory laws and rules for financial reporting.
- Coordinate in internal reconciliation efforts and reporting to reviewing entities, such as auditors, financial aid program reviewers, and the Board.
- Maintains expectations with regards to fiduciary responsibility and professional integrity.
- Work in-person Monday – Friday, 8:00 a.m – 5:00 p.m, there may be occasions where working outside normal business hours is needed.

MINIMUM QUALIFICATIONS: Bachelor's degree in Accounting, Finance, or closely related field from an accredited college/university. A minimum of seven (7) years of progressively responsible related experience, three (3) years of which must have been in a supervisory capacity. Experience with commercial or governmental accounting and the VI Government's financial management system is preferred.

HOW TO APPLY

Persons interested in this position must submit an application and current resume. The application package must be emailed to Sandra Bess, Executive Director at sbess@myviboe.com with "Business & Finance position" in the subject line. Please call 340-774-4546 to confirm the VIBE's receipt of your email.

THIS JOB ANNOUNCEMENT IS NOT INTENDED TO BE ALL-INCLUSIVE.
THE V.I. BOARD OF EDUCATION IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.