

**GOVERNMENT OF THE UNITED STATES  
VIRGIN ISLANDS  
DEPARTMENT OF EDUCATION  
DIVISION OF HUMAN RESOURCES  
JOB ANNOUNCEMENT**

**THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:**

**POSITION TITLE:** Financial Control Officer

**LOCATION:** St. Thomas/St. John District

*Interested persons should contact:* **DIVISION OF HUMAN RESOURCES**  
[careers.sttj@vide.vi](mailto:careers.sttj@vide.vi)

**Deadline for applying:** Until Filled

**Starting Salary:** \$50,000

**Union:** Exempt

**DESCRIPTION**

This is professional work that involves the coordination and direction of the department's financial operation in a manner that complies with all applicable laws and regulations that represents a high degree of efficiency, effectiveness, and transparency. Work involves preparing, maintain, and reporting on the department's financial accounts and serving as a liaison between the State and District. Supervision for this position is received from the Director or Project Lead of the program. The person selected will also be responsible for the periodic training of others. Work in this class requires a high degree of collaboration and communication with individuals at several offices across the Territory. Moderate latitude for the use of initiative and independent judgment is expected. Person selected must be very well organized, able to prioritize, meet deadlines and maintain meticulous records which are subject to regular audits.

**DUTIES AND RESPOSNIBILITES (NOT ALL INCLUSIVE)**

- Manage the unit financial affairs including budgeting, purchasing, accounting, accounts payable, and internal audits;
- Develop policies and procedures to assure compliance with financial laws, regulations, and requirements and to assure adherence to generally accepted accounting principles
- (GAAP) and standard business practices;

- Participate in establishing strategic direction of the unit for the delivery efficient financial services;
- Undertake in-depth analysis of highly complex accounting issues, assess impact to the unit, articulate alternatives and recommend solutions;
- Develop policies, procedures and corrective action plans related to audit findings;
- Advise Superintendents, Principals, Department Heads, and others who manages funds about how to maximize the use of resources available to them;
- Make projections of financial impacts of decisions pertaining to the operation of the department;
- Prepare and engage in multi-year financial planning activities;
- Monitor and analyze expenses and activities by identifying and solving potential or existing financial problems;
- Monitor and supervise subordinate staff to ensure compliance with the federal and local polices and the department's rules and regulations;
- Ensure subordinate staff adheres to the department's rules and regulations in maintaining controls over cash receipts, deposits, and disbursements;
- Ensure timely reconciliation of accounts;
- Serves as a signatory on checks issued for bank accounts;
- Ensure timely reconciliation of bank accounts;
- Prepare reports by collecting, analyzing and summarizing information;
- Maintain files and records by filing and documenting financial/ accounting activities;
- Interpret and/ or develop policies, rules, or regulations; provides guidance to State and District staff and the community regarding financial/ accounting administration, policies and procedures; and resolves related issues and concerns;
- Develop work plans and time lines to ensure submission of financial/ accounting reports in a timely manner;
- Perform other duties as assigned.

### **KNOWELEDGE, SKILLS AND ABILITIES**

- Knowledge of generally accepted accounting principles and principles of public administration, particularly as they relate to units of local government;
- Knowledge of local and federal laws, polices, and regulations regarding financial transactions;
- Knowledge of administrative analysis and statistical techniques as applied to organizational and management problems;
- Skill in writing and budget development;
- Ability to work with others to assure compliance and departmental responsiveness;
- Ability to interpret guidelines, policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity;
- Ability to analyze complex administrative personnel and organizational problems and develop effective courses action;
- Ability to train others;
- Conversant with regulatory, legislative and procedural changes;
- Must be flexible, proactive, highly motivated, resourceful, professional and efficient;

- Ability to work independently with little or no supervision;
- Ability to manage time and meet deadlines;
- Ability to establish and maintain effective working relationships with staff at all levels and all persons contacted during the course of work;
- Ability to exercise sound independent judgment in carrying out functions of the position;
- Excellent written and oral communication skills.

## **EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Accounting, Finance or a related field and two (2) years of relevant work experience;
- A Master's Degree may be substituted for one year of the work experience

**Interested persons should apply by visiting our website at [www.vide.vi/our-divisions/human-resources.html](http://www.vide.vi/our-divisions/human-resources.html) and select the appropriate application for submission procedures.**

**Send your complete application package to [careers.sttj@vide.vi](mailto:careers.sttj@vide.vi) for consideration.**

**Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.**

**\*\*\*DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT WILL NOTIFY ONLY THOSE WHO ARE SELECTED FOR THE NEXT STEP IN THE RECRUITMENT PROCESS. \*\*\***

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*Travel, transportation and relocation expenses are not authorized for this position. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected candidate*

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