

JOB ANNOUNCEMENT
GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
Internal/External

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Accountant I

LOCATION: St. Croix District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.stx@vide.vi

Deadline for applying: June 27, 2018

Starting Salary: \$31,131 GRADE: EC-22

Union: American Federation of Teachers- Support Staff

DESCRIPTION

This is accounting work of the beginning professional level in the maintenance or review of fiscal records. Employees in this class perform professional accounting work according to established procedures and regulations. Work involves the keeping of all accounting and fiscal reports, the maintenance of less complex control accounts, or the review of accounting reports submitted by a field staff. Employees work under general supervision, and instructions are usually given only when they begin new work or when procedures are instituted. Work is reviewed at completion for overall standard of performance.

DUTIES (NOT ALL INCLUSIVE)

- Posts accounting date to general ledger accounts from subsidiary reports and papers;
- Prepares routine financial reports;
- Maintains expenditure and budgetary control accounts and prepares necessary reports of limited complexity relating to account status;
- Analyzes correspondence, audit and investigation reports, and other records for completeness and accuracy to determine sufficiency of information and compliance with local laws;
- Returns audit and investigation reports to field staff with specific instructions for completion;
- Prepares journal vouchers for posting to general ledger;
- Performs related work as assigned.

FACTOR I- KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of accounting principles, methods and ability to apply established methods to varied accounting transactions;

- Some knowledge of office methods and procedures, and familiarity with the use of standard office equipment;
- Ability to perform detailed work involving written or numerical data, and to make arithmetic calculations rapidly and accurately.
- Ability to prepare complete and accurate accounting reports and statements of moderate difficulty;
- Ability to maintain harmonious working relationships with other employees and the public.

FACTOR II- SUPERVISORY CONTROLS

- Work is assigned to employee who works independently and is responsible for results. Work is reviewed through reports and discussions. Completed work is submitted for approval by supervisor.

FACTOR III- GUIDELINES

- Guidelines used are Governmental Accounting Manuals, Legislative Acts, Department Policies and Procedures, FMS, Legal Opinions and received performance advice from auditors.

FACTOR IV- COMPLEXITY

- The employee performs work on basic accounting functions and fiscal transactions and uses standard methods and procedures to achieve desired results.

FACTOR V- SCOPE AND EFFECT

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

FACTOR VI- PERSONAL CONTACTS

- Personal contacts are made with co-workers, employees from the other agencies and individuals outside of government.

FACTOR VII- PURPOSE OF CONTACTS

- The purpose of the contacts are to obtain and exchange information relative to the balances of various funds and appropriations for specific cost centers.

FACTOR VIII- PHYSICAL DEMANDS

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

FACTOR IX- WORK ENVIRONMENT

- Work is performed in an office setting.

EDUCATION AND EXPERIENCE

- Bachelor's degree from a four (4) year accredited College or University in Accounting, Finance, Business Administration or any related field which includes at least fifteen (15) credits in Accounting; **OR**

- An Associate's degree from an accredited College or University in Accounting, Finance, Business Administration or any related field which includes at least fifteen (15) credits in accounting, plus two (2) years of experience dealing with commercial or government accounting; **OR**
- High School Diploma or its equivalent, plus fifteen (15) credits in accounting and four (4) years of financial management, auditing or accounting experience.

Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures.

Send your complete application package to careers.stx@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.

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