

**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 III

**LOCATION:** St. Croix District

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

**Deadline for applying:** June 27, 2018

**Starting Salary:** \$41,356      **GRADE:** EC-26

**Union:** American Federation of Teachers- Support Staff

**DESCRIPTION**

This is professional accounting and supervisory work in directing or coordinating major accounting or fiscal operations. Employees in this class direct or coordinate major accounting or fiscal operations of an agency, acts in the capacity of assistant to the chief fiscal officer in a medium-sized agency, or supervises a section of the accounting operations of a large agency. Exceptions may be specialized positions where no supervisory duties are involved. Work usually includes the preparation of budget estimates, the development and implementation of procedures and techniques, the training and instruction of new employees. Accounting is usually standardized by established regulations and procedures, but employees must use sound judgment in determining the accuracy and completeness of financial information obtained. Questions of policy and major deviations from established procedures are referred to superiors.

**DUTIES (NOT ALL INCLUSIVE)**

- Prepares general fund budget based on information derived from directors and department heads;
- Prepares budget for Special Funds, which includes preparation of all financial reports;
- Makes periodic projections to determine the status of funding and advises the Director of foreseen problems which may necessitate the making of revisions or appropriation transfers;
- Coordinates the activities of subordinate personnel engaged in compiling data in preparation of financial reports;
- Supervises and reviews subordinates daily assignments which include the preparation of monthly and quarterly reports for accuracy and completeness;

- Creates and supervises the maintenance of spreadsheets designed to track balances of vendors;
- Prepares necessary correspondence to department heads or supervisors for signature;
- Oversees daily operations of the Business Office in the absence of the Director;
- Enters budget on the Financial Management System;
- Examines, analyzes and reconciles numbers and figures which relate to expenditures and receipts from source documents such as warrants, vouchers, deposit slips, requisitions and receipts, using calculators, computers, journals, ledgers and bookkeeping machines following Standard Operating Procedures to determine accuracy, final balance and to isolate cost of particular activities;
- Assembles data received from computer printouts, program guidelines, and relevant personnel in order to produce budget projection;
- Formulates policy and procedures concerning internal and external accounting and other pertinent matters in order to ensure uniform application, evaluate manager efficiency and improve the accounting system;
- Provides and/or request verbal or written information such as letters, narratives, or financial reports and manuals, person-to-person and tele-communications pertaining to policies, procedures, audits, investigations and financial positions as an assigned responsibility;
- Performs related work as required.

#### **FACTOR I- KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of basic accounting principles and procedures to include governmental accounting;
- Ability to recognize similarities and differences in narrative and financial statements and regulation, (changes in federal regulations, local laws, ability to compare statements of different operations).
- Ability to organize, summarize and classify information (organize and establish alpha-numeric filing, organize work schedules based on demands and priorities, organize reports and source documents according to generally accepting accounting principles).
- Ability to apply federal/local regulations, laws, guidelines, instructions, accounting principles, standard auditing procedures, etc.
- Ability to apply principles of office and personal management, such as salary administration, counseling, interviewing, rules enforcement, employee evaluations, training, establishing work flow, scheduling, and identifying problems;
- Ability to devise and implement accounting methods, techniques and procedures;
- Ability to instruct and supervise other clerical and accounting employees of a lower grade;
- Ability to prepare complete and accurate accounting reports and statements of considerable complexity;

- Ability to maintain harmonious relationships with other employees and the public;
- Ability to do math and make calculations.

#### **FACTOR II- SUPERVISORY CONTROLS**

- The employee performs accounting, budgetary reporting and other duties which require general knowledge of financial operations. The employee is expected to use considerable judgment and independence in the execution of his/her duties. Final consideration of the overall program/budget, etc. is submitted to the higher echelon for consideration and action. Work is reviewed through conferences and reports.

#### **FACTOR III- GUIDELINES**

- Guidelines include department rules, regulations, policies, 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 IV- COMPLEXITY**

- Work involves responsibility for managing administrative functions and generating financial reports; including budget formulation and preparation, budgetary request, record control and other general services.

#### **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.
- Decisions involve consideration of which approaches, techniques and accounting principles to employ and to what extent they need to be adapted or modified to meet the needs of the task.

#### **FACTOR VI- PERSONAL CONTACTS**

- Contacts are made with co-workers, employees from the other agencies, Division Heads and vendors.

#### **FACTOR VII- PURPOSE OF CONTACTS**

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

#### **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**

- Master'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; **AND;**

- Two (2) years of experience dealing with commercial or governmental accounting; **OR**
- A Bachelor'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**
- Two (2) years' experience at the Accountant II level to include fifteen (15) credits in accounting. (**GVI Promotions Only**)

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](mailto: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.

**\*\*\*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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