



## THE EMPLOYEES' RETIREMENT SYSTEM OF THE GOVERNMENT OF THE VIRGIN ISLANDS

### ANNOUNCES AN OPENING FOR THE FOLLOWING POSITION ON THE ISLAND OF

**ST. Thomas**

#### **Director of Accounting**

The employee in this position is responsible for planning, organizing, coordination and supervising the functions and activities of the Accounting and Finance Division. This is an exempt position. Work is confidential in nature and is performed under the general direction of the Chief Financial Officer with latitude for initiative and independent judgment.

#### **DUTIES INCLUDE:**

- < Supervises, plans assigns and coordinates the work in the Accounting and Finance Division (General Accounting, Payroll, Purchasing, Accounts Receivable and Accounts Payable) to include training, assigning, monitoring and evaluating.
- < Provides day-to-day leadership and works with the managers to ensure high productivity and performance and an amicable work environment
- < Directs the preparation of financial review documentation and journal entries, reconciliation of general ledger accounts.
- < Prepares and presents monthly and quarterly financial reports to the Chief Financial Officer (CFO).
- < Manages the monthly, quarterly and year end closings of the financial records
- < Establishes standard operating procedures, internal controls and accounting and audit procedures to ensure proper financial management.
- < Responsible for the preparation of the required Annual Unaudited Financial Statements, Notes to the financial Statements and the Management Discussion and Analysis (MD&A).
- < Works with CFO to develop and implement goals and plans for the division.
- < Prepares and submits to the CFO a monthly report and other required monthly reports for functions under the supervision of the Accounting & Finance Division
- < Prepares and submits to the CFO the Accounting and Finance Division's annual operations and capital budget
- < Performs other duties as may be required by the CFO for the efficient operation of the Division.

#### **QUALIFICATIONS:**

Master's degree with a concentration in Accounting, Business Administration or Finance and six(6) years of supervisory experience in financial management, or Bachelor's degree with a concentration in Accounting, Business Administration or Finance and ten(10) years experience in accounting and financial management. Information Technology experience and knowledge of MAS 500 accounting and reporting software a plus.

A Certified Public Accountant Certificate is required.

A Letter of Application, Resume and Job Application must be submitted by January 5, 2012. Job Applications Packets may be picked up at the St. Thomas GERS Office on the 3<sup>rd</sup> Floor of the GERS Complex and the St. Croix GERS Office at # 3004 Orange Grove. Resumes may be submitted to the GERS Offices at the Receptionist desk, emailed to [humanresources2@usvigers.com](mailto:humanresources2@usvigers.com) or mail postmarked by the deadline date to:

**Ms. Janice L. Turnbull  
Director of Human Resources  
Government Employees' Retirement System  
GERS Complex - 3<sup>rd</sup> Floor  
3438 Kronprindsens Gade – Ste. 1  
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