



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

ANNOUNCES AN OPENING FOR THE FOLLOWING POSITION ON THE ISLAND OF

ST. Thomas

Financial Reporting Analyst

Under the direction of the Director of Accounting and employee in this class will be responsible for financial statement analysis, accounts analysis and the preparation of monthly, quarterly and annual unaudited financial statements for the Employees Retirement System of the Government of the Virgin Islands. This is an exempt position. Work is confidential in nature and requires the use of considerable judgment and initiative. Supervision is received through conferences and instructions.

DUTIES INCLUDE:

- < Monitors and analyzes the general ledger accounts and prepares monthly financial reports.
- < Assists in preparation and presentation of monthly and quarterly financial and management reports for the Chief Financial Officer (CFO)
- < Monitors and/or assists in the development of standard operating procedures, internal controls and audit procedures to ensure proper financial management reporting.
- < Assists staff in standardizing and establishing best practices for all routine/repetitive processes throughout the division.
- < Assists in the coordination of the external audit and liaise with the external auditors to furnish requested information in a timely manner.
- < Assist in the preparation of the required Annual Unaudited Financial Statements, Notes to the Financial Statements and the Management Discussion and Analysis (MD&A)
- < Assists in the preparation of the annual report.
- < Works on special projects requiring financial analysis.
- < Any other related duties assigned relating to the accounting, auditing and financial reporting cycles.

QUALIFICATIONS:

Master's degree with major course work in Accounting or Finance plus three(3) years of responsible accounting or finance supervisory experience in the private or public sector, or Bachelor's degree with Major course work in Accounting, or Finance and five(5) years of responsible accounting or finance experience in the private or public sector. Information Technology experience and knowledge of MAS 500 accounting and reporting software is 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 3rd 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@usvigiers.com or mail postmarked by the deadline date to:

Ms. Janice L. Turnbull
Director of Human Resources
Government Employees' Retirement System
GERS Complex - 3rd Floor
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St. Thomas, VI 00802-5750