



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

INTERNAL/EXTERNAL ANNOUNCEMENT
April 3, 2018

The Virgin Islands Port Authority's Human Resources Division is now accepting applications for the following position:

<u>POSITION</u>	<u>GRADE</u>	<u>SALARY</u>	<u>LOCATION</u>
(1) Controller	MS-08	\$77,373.85	Admin. & Finance – STT

Applications must be submitted to the Human Resources Division no later than Monday, April 16, 2018.

Job description attached.

Desserie Harrigan
Acting Human Resources Manager

DH/kl

VIRGIN ISLANDS PORT AUTHORITY CONTROLLER

REPORTS TO: Chief Financial Officer

GENERAL STATEMENT OF DUTIES

The Controller is responsible for maintaining financial, accounting and administrative services in order to meet legislative requirements and support VIPA's operations.

KEY DUTIES

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Coordinate all audit activity.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of VIPA's financial status;
- Assist in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Support the CFO in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants;
- Manage organizational cash flow forecasting by working in partnership with the program vice presidents; continuously collaborate with program vice presidents to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.

- Manage and track the performance of invested assets in keeping with policies and investment guidelines.
- Administer and monitor the financial system in order to ensure that the municipal finances are maintained in an accurate and timely manner.
- Oversee the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys.
- Manage employee files and records in order to ensure accurate payment of benefits and allowances.
- Manage the bi-weekly payroll in order to ensure that employees are paid in an accurate and timely manner.
- Provide efficient and effective office management.
- Perform other related duties as required.

QUALIFICATIONS

- Minimum of a BA; CPA and/or MBA preferred
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments

SPECIAL SKILLS

- Supervisory and leadership skills
- Team building
- Accounting and bookkeeping skills
- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Effective written communications skills
- Computer skills including the ability to operate computerized accounting, Spreadsheet and word processing programs at a highly proficient level