



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

INTERNAL/EXTERNAL ANNOUNCEMENT

February 8, 2019

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

POSITION	GRADE	SALARY	LOCATION
(2) Senior Accountant	AGS-23	\$39,334.81-80,494.04	Accounting - STT

Applications must be submitted to the Human Resources Division no later than Friday, February 22, 2019 at 11:59 pm AST.

Job description attached.

Diane C. Richardson, SHRM-CP, PHR
Human Resources Director

DR/ki

**VIRGIN ISLANDS PORT AUTHORITY
SENIOR ACCOUNTANT**

SENIOR General Ledger

SUPERVISOR Accounting Manager

DEPARTMENT Accounting

GENERAL DESCRIPTION

This job involves general ledger accounting, financial statement preparation, financial statement analysis, account analysis, bond fund accounting and limited supervision of personnel.

SCOPE

Responsible for all functions, reports and files directly related to general ledger accounting and financial statement preparation.

WORK PERFORMED (Not intended to be all – inclusive within the scope of the job)

Check Statements for all bond fund accounts.

- Track investments made by trustees
- Calculate and record interest earned on bond fund accounts

Reconcile bond fund account statements to general ledger accounts on a monthly basis.

Reconcile all bank accounts on a monthly basis.

- Delegate most of this work to accounting clerk
- Supervise work of accounting clerk on bank account reconciliation.

Reconcile accounts receivable and accounts payable sub ledgers to general ledger accounts on a monthly basis.

Perform account analysis of all balance sheet accounts with the exception of fixed asset accounts, retainage accounts and all grant accounts.

Monitor investments in certificates of deposit and money market accounts.

Close out all sub-ledgers to the general ledgers each month

Print and check monthly trial balance

Prepare journal vouchers for any account adjustments

Record all general ledger vouchers.

Print monthly general ledger.

Print and check financial statements

Perform financial statement analysis

Work on special projects requiring financial analysis

MINIMUM REQUIREMENTS

Bachelor degree in Accounting

At least three years experience as an accountant in the private or public sector.

Experience in the use of a spreadsheet program such as Lotus 123.

ADDITIONAL REQUIREMENTS

Actual supervisory experience

Experience with computerized accounting programs and word processing packages.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of accounting principles and concepts

Ability to organize and synthesize information

Ability to interpret and analyze basic financial information

Ability to design and model financial reports