



ST. CROIX 116 King Street, Frederiksted, VI 00840
 (340) 773-6499 FAX (340) 773-7701

ST. THOMAS 8000 Nisky Shopping Center, Suite 620, St. Thomas, VI 00802
 (340) 714-1700 FAX (340) 777-1103

ACCOUNTANT I

JOB CLASSIFICATION	ACCOUNTANT I
CLASSIFICATION	CLASSIFIED, UNION
SALARY GRADE	\$42,541.84 - \$44,260.53
DEPARTMENT	ADMINISTRATION AND FINANCE
DISTRICT	ST. THOMAS
REPORTS TO	SENIOR ACCOUNTANT
LAST UPDATED	OCTOBER 14, 2022

JOB DESCRIPTION SUMMARY

The incumbent works under the direct supervision of the Senior Accountant and will apply accounting principles and procedures to record, classify, and examine records of financial transactions. Additionally, the individual will analyze and interpret financial data and procedures to prepare financial information and reports.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Comply with all company, local, and federal accounting and financial regulations.
- Maintain accurate financial records and provide timely, and relevant recording, reporting, and analysis of financial information.
- Verify daily cash receipts and prepare journal entries to record cash inflows, including wires, ACHs, and credit/debit card payments.
- Reconcile applicable subsidiary ledgers to the general ledger.
- Import cash receipt transactions from the Economic Development Bank loan software into the Sage Mas 500 Cash Management Module.
- Assist in the year-end closing of fiscal and accounting records.
- Monitor the Federal Emergency Management Agency (FEMA) and other grants to track budget costs at the project level and each project phase.
- Responsible for the management of the Xerox machines, stamp machines, and office supplies.
- Provide long-distance codes and door entry cards for new employees.
- Handle Cellular phone, Air Card, and I-Pad purchases, activities, and communications to include tracking, distribution and receiving returned items.
- Audit the reconciliation of inter-island travel and freight accounts with air carrier records and statements.
- Capable of prioritizing to complete tasks within tight deadlines.
- May be required to provide front desk coverage in the absence of the receptionist.
- Assist auditors by providing information in the examination of financial data.
- Performs other administrative duties falling within the purview of the Senior Accountant and Chief Financial Officer and other duties as assigned.



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COMPETENCIES

- Technical Capacity
- Personal Effectiveness/Credibility
- Thoroughness
- Collaboration Skills
- Communication Proficiency
- Time Management
- Organizational Skills
- Confidentiality
- Ethical Behavior
- Flexibility

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines and other office equipment as applicable.

PHYSICAL DEMANDS

Prolonged periods sitting at a desk and working on a computer. Some stooping, walking, lifting, typing, talking, hearing, seeing, repetitive motions as necessary. This would require the ability to lift up to 20 to 50 pounds of force.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

TRAVEL

No travel is expected for this position.

TELEWORK

This position is eligible for Telework.

REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma with at least 5 years relevant experience; or
- Associate degree in related field; or
- Bachelor's degree in Accounting or Business Administration, or related field; and
- At least two (2) years of related accounting experience; or
- A combination of education and relevant work experience.



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- Proficient in Microsoft Application Suite: Word, Excel, Publisher, PowerPoint.
- Excellent written, oral and communication skills.
- Analytical skills.
- GAAP and internal control experience.
- Familiar with MAS 500.
- Knowledge of procurement procedures.
- Must be detailed oriented.
- Good communication and customer relations skills.

PREFERRED EDUCATION AND EXPERIENCE

None

ADDITIONAL ELIGIBILITY QUALIFICATIONS

None

AFFIRMATIVE ACTION PLAN (AAP)/EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

It is the policy of Economic Development Authority (EDA) not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply

To apply, submit the following:

- 1) Letter outlining your interest and qualifications for the job; and
- 2) Resume

To ensure full consideration, all required documentation must be received by **4:00 p.m. (AST) Friday, February 10, 2023**. Send documentation via email (.pdf) to Human Resources at:

HR@usvieda.org

The position will remain open until filled. Submissions that do not include the requested documents will not be considered. USVIEDA will only contact applicants selected for interview. Any applicant who needs a reasonable accommodation shall advise the Human Resources department at the email above.