

GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS

-----0-----

**VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE**



---

## **VACANCY NOTICE**

**POSITION TITLE:** Withholding Tax Examiner

**LOCATION:** St. Thomas, V.I.

**SALARY RANGE:** \$35,919 - \$38,385    **GRADE:** IS-08

**POSTING DATE:** September 15, 2016 – September 28, 2016

**JOB DEFINITION:** With guidance received from the Chief or Assistant Chief of Processing, and the Supervisor of the Withholding Tax Examiners, an employee in this position sorts, matches, batches and posts withholding tax activity to include quarterly Federal Tax Returns, scheduled deposits, annual wage and transmittal and W-2s to the Bureau of Internal Revenue's (BIR's) withholding module.

The incumbent assists in validating claims and corresponds with Taxpayers to resolve minor discrepancies. The employee is given general supervision, however, to accurately complete assignments would require considerable independence, a high degree of initiative and creativity as well as knowledge of both Federal and Virgin Islands Tax Laws. Performs other duties as required or assigned which are reasonably within the scope of duties.

**REQUIRED EDUCATION/EXPERIENCE:**

An Associates Degree in business administration, management or closely related field including nine (9) credits in accounting and one (1) year experience in bookkeeping, accounting or tax related work.

**OR**

A High School Diploma or its equivalent supplemented with nine (9) or more credits in business administration, accounting or management and three (3) years payroll or bookkeeping experience.

**HOW TO APPLY:** Please submit your 5086 transfer/promotion form of application with all required documents to the Division of Personnel by the above deadline. You may contact the Division of Personnel @ 340-774-8588 if you have any further questions.

  
\_\_\_\_\_  
Ophelia E. Hector  
Human Resources Manager

(\*Ref: HF-VNPA/PRF# IRB-47-2016 dated 08/23/2016)