GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS
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VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE

VACANCY NOTICE

POSITION TITLE: **Revenue Agent Trainee - 1**

LOCATION: St. Croix, V.I.
SALARY RANGE: $32,752 - $37,233 **GRADE:** IS-09
POSTING DATE: December 14, 2015 – December 28, 2015

JOB DEFINITION: With daily guidance received from the Chief/Assistant Chief of Audit performs routine examination of wage earner's sole proprietorship, and simple business tax returns, vaildating entitlement to various tax credits and incentives. Routinely works with senior agents to interpet and consistently apply tax laws. Assists taxpayers in preparing returns and works to resolve disputed findings.

Work is carefully selected for its training value in preparing the incumbent for more responsible and independent tasks. The employee is required to take courses sponsored by the Internal Revenue Service in preparation for more complex work assignments.

REQUIRED EDUCATION AND EXPERIENCE:
Bachelor's Degree in Accounting, Business Administration, Management or related field with eighteen (18) or more credits in accounting.

SPECIAL REQUIREMENTS: Contingent upon the availability of space within the first year of hire the incumbent must attend and successfully pass Level I and Level II IRS training for Revenue Agents. If trainee fails to successfully complete Level I and Level II IRS training they will be subjected to termination within thirty (30) days of the final test date.

Upon the successfully completion of Level I and Level II IRS training for Revenue Agents and having spent a minimum of one year from the date of hire as a Revenue Agent Trainee the incumbent will be automatically promoted to a Revenue Agent.

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-V&NPA IRB-04-2016 & IRB-16-2016*

GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS
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VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE

VACANCY NOTICE

POSITION TITLE: **Revenue Agent Trainee - 2**

LOCATION: St. Thomas, V.I.
SALARY RANGE: $32,752 - $37,233 **GRADE:** IS-09
POSTING DATE: December 14, 2015 – December 28, 2015

JOB DEFINITION: With daily guidance received from the Chief/Assistant Chief of Audit performs routine examination of wage earner's sole proprietorship, and simple business tax returns, vaildating entitlement to various tax credits and incentives. Routinely works with senior agents to interpet and consistently apply tax laws. Assists taxpayers in preparing returns and works to resolve disputed findings.

Work is carefully selected for its training value in preparing the incumbent for more responsible and independent tasks. The employee is required to take courses sponsored by the Internal Revenue Service in preparation for more complex work assignments.

REQUIRED EDUCATION AND EXPERIENCE:
Bachelor's Degree in Accounting, Business Administration, Management or related field with eighteen (18) or more credits in accounting.

SPECIAL REQUIREMENTS: Contingent upon the availability of space within the first year of hire the incumbent must attend and successfully pass Level I and Level II IRS training for Revenue Agents. If trainee fails to successfully complete Level I and Level II IRS training they will be subjected to termination within thirty (30) days of the final test date.

Upon the successfully completion of Level I and Level II IRS training for Revenue Agents and having spent a minimum of one year from the date of hire as a Revenue Agent Trainee the incumbent will be automatically promoted to a Revenue Agent.

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-V&NPA IRB-04-2016 & IRB-16-2016*

GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS
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VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE

VACANCY NOTICE

POSITION TITLE: **Revenue Office Trainee - 1**

LOCATION: St. Croix, V.I.
SALARY RANGE: $32,752 - $34,993 **GRADE:** IS-09
POSTING DATE: December 22, 2015 – January 8, 2016

JOB DEFINITION: Under the direct supervision of the Chief/Assistant Chief of the Delinquent Account and Returns DAR Branch, resolves examination and collection concerns of taxpayers by providing customer assistance, investigating compliance issues such as filing and payment delinquencies, taking enforcement actions and working tax accounts. Performs analysis on basic accounting issues working with taxpayers, practitioners and other Bureau of Internal Revenue (BIR) employees.

REQUIRED EDUCATION/EXPERIENCE:
Bachelor's degree in Accounting, Business Administration Management or other related field with eighteen (18) or more credits in accounting

SPECIAL REQUIREMENTS: Contingent upon the availability of space within the first year of hire the incumbent must attend and successfully pass Level I and Level II IRS training for Revenue Officers. If trainee fails to successfully complete Level I and Level II IRS training they will be subjected to termination within thirty (30) days of the final test date.

Upon the successfully completion of Level I and Level II IRS training for Revenue Officers and having spent a minimum of one year from the date of hire as a Revenue Officer Trainee the incumbent will be automatically promoted to a Revenue Officer.

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-V&NPA IRB-06-2016*

GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS
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VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE

VACANCY NOTICE

POSITION TITLE: **Excise Tax Officer - 1**

LOCATION: St. Croix, V.I.
SALARY RANGE: $24,878 - $27,309 **GRADE:** IS-06
POSTING DATE: December 22, 2015 – January 8, 2016

JOB DEFINITION: Under the direct supervision of the Supervisor of Excise Tax Officers and/or the Chief, Assistant Chief of Processing, the incumbent performs inspection work in the enforcement of the laws that govern the importation and deportation of merchandise. He/she matches and maintains files of all declared shipments, post daily transaction to the computer system and assist in preparing the anti-litter, gasoline and other statistical reports.

Work is reviewed for conformity to standards and adherence to the rules and regulations that govern the imposition of excise taxes. The employee is also expected to exercise a high degree of initiative and creativity in carrying out his/her assignments.

REQUIRED EDUCATION/EXPERIENCE:
An Associate degree in Business Administration and one (1) year experience working at the ports or other points of entry verify documentation.

OR

High School Diploma or its equivalent with six (6) credits in business administration, and three (3) years' experience working with taxes.

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-V&NPA IRB-05-2016*

GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS
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VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE

VACANCY NOTICE

POSITION TITLE: **Senior Excise Tax Officer - 1**

LOCATION: St. Croix, V.I.
SALARY RANGE: $29,892 - $31,944 **GRADE:** IS-08
POSTING DATE: December 22, 2015 – January 8, 2016

JOB DEFINITION: Under the direct supervision of the Supervisor of Excise Tax Officers and/or the Chief, Assistant Chief of Processing, the incumbent is responsible to conduct physical and/or visual inspections of incoming shipments against conveyance documents to validate contents, determine value, authenticate claims of overpayment and resolve assessment discrepancies. He/she is also required to monitor the importation and deportation of items brought into the territory for limited period of time to determine tax liability.

Work is reviewed for conformity to standards and adherence to the rules and regulations that govern the imposition of excise taxes. The employee is also expected to exercise a high degree of initiative and creativity in carrying out his/her assignments.

REQUIRED EDUCATION/EXPERIENCE:
An Associate degree in Business Administration and three (3) years' experience as an Excise Tax Officer.

OR

High School Diploma or its equivalent with six (6) credits in business administration as well as five (5) years' experience as an Excise Tax Officer.

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-V&NPA IRB-20-2016*

GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS
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VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE

VACANCY NOTICE

POSITION TITLE: **Excise Tax Officer - 2**

LOCATION: St. Thomas, V.I.
SALARY RANGE: $24,878 - $27,309 **GRADE:** IS-06
POSTING DATE: December 22, 2015 – January 8, 2016

JOB DEFINITION: Under the direct supervision of the Supervisor of Excise Tax Officers and/or the Chief, Assistant Chief of Processing, the incumbent performs inspection work in the enforcement of the laws that govern the importation and deportation of merchandise. He/she matches and maintains files of all declared shipments, post daily transaction to the computer system and assist in preparing the anti-litter, gasoline and other statistical reports.

Work is reviewed for conformity to standards and adherence to the rules and regulations that govern the imposition of excise taxes. The employee is also expected to exercise a high degree of initiative and creativity in carrying out his/her assignments.

REQUIRED EDUCATION/EXPERIENCE:
An Associate degree in Business Administration and one (1) year experience working at the ports or other points of entry verify documentation.

OR

High School Diploma or its equivalent with six (6) credits in business administration, and three (3) years' experience working with taxes.

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-V&NPA IRB-05-2016*

GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS
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VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE

VACANCY NOTICE

POSITION TITLE: **Revenue Office Trainee - 1**

LOCATION: St. Thomas, V.I.
SALARY RANGE: $32,752 - $34,993 **GRADE:** IS-09
POSTING DATE: December 22, 2015 – January 8, 2016

JOB DEFINITION: Under the direct supervision of the Chief/Assistant Chief of the Delinquent Account and Returns DAR Branch, resolves examination and collection concerns of taxpayers by providing customer assistance, investigating compliance issues such as filing and payment delinquencies, taking enforcement actions and working tax accounts. Performs analysis on basic accounting issues working with taxpayers, practitioners and other Bureau of Internal Revenue (BIR) employees.

REQUIRED EDUCATION/EXPERIENCE:
Bachelor's degree in Accounting, Business Administration Management or other related field with eighteen (18) or more credits in accounting

SPECIAL REQUIREMENTS: Contingent upon the availability of space within the first year of hire the incumbent must attend and successfully pass Level I and Level II IRS training for Revenue Officers. If trainee fails to successfully complete Level I and Level II IRS training they will be subjected to termination within thirty (30) days of the final test date.

Upon the successfully completion of Level I and Level II IRS training for Revenue Officers and having spent a minimum of one year from the date of hire as a Revenue Officer Trainee the incumbent will be automatically promoted to a Revenue Officer.

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-V&NPA IRB-06-2016*

GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS
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VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE

VACANCY NOTICE

POSITION TITLE: **Supervisor of Collections & Deposits - 1**

LOCATION: St. Croix, V.I.
SALARY RANGE: $51,437 - $53,238 **GRADE:** SE-29
POSTING DATE: January 4, 2016 – January 19, 2016

JOB DEFINITION: Under the direct supervision of the Chief or Assistant Chief of Processing manages, directs and monitors the daily collection of revenues. The incumbent ensures that all revenues are classified, recorded and deposited according to the procedures established by the Department of Finance and the designated banking institution.

The incumbent provides advice and assistance to the Collection and Deposit staff on the most unusual or complex issues/cases. He/she oversees the preparation of the daily balance sheet and ensures that daily collections balance.

Work is reviewed for conformity to standards and adherence to the rules and regulations that govern the imposition of excise taxes. The employee is also expected to exercise a high degree of initiative and creativity in carrying out his/her assignments.

REQUIRED EDUCATION/EXPERIENCE:
BA degree in Accounting, Business Administration or Business Management, including fifteen (15) credits in accounting and five (5) years experience in tax accounting or closely related capacity.

OR

An Associate degree in Accounting, Business Administration or Business Management and seven (7) years experience as a Tax Registration Teller or closely related capacity.

OR

High School Diploma or its equivalent with fifteen (15) or more credits in Accounting and nine (9) years experience as a Tax Registration Teller or closely related capacity.

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-V&NPA IRB-19-2016*