

GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS

-----0-----

**VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE**



---

## VACANCY NOTICE

**POSITION TITLE:** Excise Tax Officer  
**LOCATION:** St. John, V.I.  
**SALARY RANGE:** \$30,519 - \$32,495    **GRADE:** IS-06  
**POSTING DATE:** August 16, 2016 – August 29, 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.

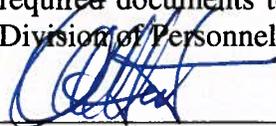
**REQUIRED EDUCATION/EXPERIENCE:**

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-VNPA/PRF# IRB-40-2016 Dated 07/06/2016**

GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS

-----0-----

**VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE**



---

## **VACANCY NOTICE**

**POSITION TITLE:** Tax Registration Teller

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

**SALARY RANGE:** \$30,519 - \$32,495      **GRADE:** IS-06

**POSTING DATE:** August 16, 2016 – August 29, 2016

**JOB DEFINITION:** With guidance received from the Supervisor of Collection and Deposit, the Chief or Assistant Chief of Processing, the Tax Registration Teller performs the full range of collecting and depositing revenues in accordance with established procedures. He/she performs reconciliation, balancing, and auditing of receipts and disbursements in a large number of categories using the automated payment posting and the intelligent forms processing systems.

The incumbent follows established procedures to safeguard cash and financial instruments. Provides quality customer service and establishes good working relationships with the representatives from the bank and the Department of Finance. Performs other duties as required or assigned which are reasonably within the scope of duties.

**REQUIRED EDUCATION/EXPERIENCE:**

A High School Diploma or its equivalent with six (6) or more credits in accounting and three (3) years experience as a Tax Registration and Deposit Clerk.

**OR**

A High School Diploma or its equivalent and five (5) years clerical experience including three (3) years as a Teller, Cashier, Account Clerk or 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-VNPA/PRF# IRB-37-2016 dated 07/06/2016)

GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS

-----0-----

**VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE**



---

## **VACANCY NOTICE**

**POSITION TITLE:** Tax Registration Teller

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

**SALARY RANGE:** \$30,519 - \$32,495      **GRADE:** IS-06

**POSTING DATE:** August 16, 2016 – August 29, 2016

**JOB DEFINITION:** With guidance received from the Supervisor of Collection and Deposit, the Chief or Assistant Chief of Processing, the Tax Registration Teller performs the full range of collecting and depositing revenues in accordance with established procedures. He/she performs reconciliation, balancing, and auditing of receipts and disbursements in a large number of categories using the automated payment posting and the intelligent forms processing systems.

The incumbent follows established procedures to safeguard cash and financial instruments. Provides quality customer service and establishes good working relationships with the representatives from the bank and the Department of Finance. Performs other duties as required or assigned which are reasonably within the scope of duties.

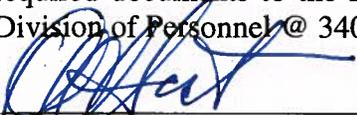
**REQUIRED EDUCATION/EXPERIENCE:**

A High School Diploma or its equivalent with six (6) or more credits in accounting and three (3) years experience as a Tax Registration and Deposit Clerk.

**OR**

A High School Diploma or its equivalent and five (5) years clerical experience including three (3) years as a Teller, Cashier, Account Clerk or 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-VNPA/PRF# IRB-36-2016 dated 07/06/2016)

GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS

-----0-----

**VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE**



---

## **VACANCY NOTICE**

**POSITION TITLE:** Tax Registration & Deposit Clerk – (2 Positions)

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

**SALARY RANGE:** \$28,217 - \$30,020    **GRADE:** IS-05-01

**POSTING DATE:** August 16, 2016 – August 29, 2016

**JOB DEFINITION:** With guidance received from the Supervisor of the Collection and Deposit Section, the Tax Registration & Deposit Clerk is responsible for extracting, sorting, numbering, coding and batching tax returns and other related materials. He/she prepares and scans tax returns onto the main system, routes processed returns, tax correspondence and mail to appropriate activity center.

The incumbent also assists in preparing daily deposit in accordance with established collection procedures and participates in balancing and reconciling the daily deposit. Performs other duties as required or assigned which are reasonably within the scope of duties.

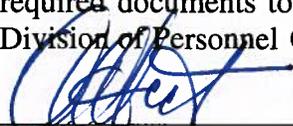
**REQUIRED EDUCATION/EXPERIENCE:**

High School Diploma with six (6) credits in accounting or bookkeeping

**OR**

High School Diploma or General Educational Development (GED) and two (2) years bookkeeping or accounting 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-34-2016 & IRB 35-2016 dated 07/06/2016)

GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS

-----0-----

**VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE**



---

## **VACANCY NOTICE**

**POSITION TITLE:** Tax Registration Teller – (2 Positions)  
**LOCATION:** St. Croix, V.I.  
**SALARY RANGE:** \$30,519 - \$32,495    **GRADE:** IS-06  
**POSTING DATE:** August 16, 2016 – August 29, 2016

**JOB DEFINITION:** With guidance received from the Supervisor of Collection and Deposit, the Chief or Assistant Chief of Processing, the Tax Registration Teller performs the full range of collecting and depositing revenues in accordance with established procedures. He/she performs reconciliation, balancing, and auditing of receipts and disbursements in a large number of categories using the automated payment posting and the intelligent forms processing systems.

The incumbent follows established procedures to safeguard cash and financial instruments. Provides quality customer service and establishes good working relationships with the representatives from the bank and the Department of Finance. Performs other duties as required or assigned which are reasonably within the scope of duties.

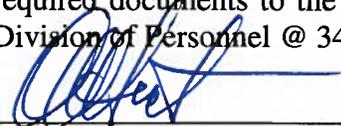
**REQUIRED EDUCATION/EXPERIENCE:**

A High School Diploma or its equivalent with six (6) or more credits in accounting and three (3) years experience as a Tax Registration and Deposit Clerk.

**OR**

A High School Diploma or its equivalent and five (5) years clerical experience including three (3) years as a Teller, Cashier, Account Clerk or 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-VNPA/PRF# IRB-38-2016 & IRB 39-2016 dated 07/06/2016)