

BUREAU OF INTERNAL REVENUE EMPLOYMENT OPPORTUNITY



POSITION: FINANCIAL AIDE (BC#P2703160)
LOCATION: St. Thomas, VI
SALARY RANGE: \$ 32,752.00 - \$ 34,993.00
GRADE: IS-09
POSTING DATE: October 29, 2010 thru November 12, 2010

JOB DEFINITION:

Under the direction and supervision of the Chief Financial Controller/Officer, the incumbent is responsible for updating and maintaining ledgers of financial transactions. He/she will be required to monitor daily expenditures against the department's annual budget to ensure compliance to budgetary limits. This includes preparing payroll, paying monthly bills, facilitating vendor payments and procuring goods and services. He/she will reconcile with the Enterprise Resource Planning (ERP) System to ensure accuracy of posting. Additionally, the incumbent is required to assist in preparation of annual budget, quarterly reports and provide administrative assistance to the Director's Office.

REQUIRED EDUCATION/EXPERIENCE:

Associate Degree in business administration or finance with (9) or more credits in finance, accounting or taxation and three (3) years of progressive accounting experience.

OR

High School Diploma or its equivalent and a minimum of five (5) years progressive accounting or financial experience.

HOW TO APPLY:

Please submit your 5086 Transfer / Promotion Form or Application with all required documents to the Division of Personnel's Office by the above deadline date. You may contact the Division of Personnel at 340-774-8588 if you have any further questions.

*(**See revised HF-PRF#IRB-12-2010, dated 8-12-2010)*