

## JOB VACANCY NOTICE **ACCOUNTANT**

**Opening Date:** 27 February 2019

**Closing Date:** 13 March 2019

**Remuneration/Benefits:** Salary is commensurate with relevant qualifications and experience

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The Virgin Islands Recovery and Development Agency (RDA) invites qualified and professional applicants to apply for the position of Accountant.

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### **ROLE SUMMARY**

The successful applicant will provide financial information to management by researching and analyzing accounting data; preparing reports and offers suggestions about resource utilization

### **MAIN RESPONSIBILITIES INCLUDE**

1. Prepares asset, liability, and capital account entries by compiling and analyzing account information.
2. Documents financial transactions by entering account information.
3. Recommends financial actions by analyzing accounting options.
4. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
5. Substantiates financial transactions by auditing documents.
6. Maintains accounting controls by preparing and recommending policies and procedures.
7. Guides accounting clerical staff by coordinating activities and answering questions.
8. Reconciles financial discrepancies by collecting and analyzing account information.
9. Secures financial information by completing data base backups.
10. Maintains financial security by following internal controls.
11. Prepares payments by verifying documentation and requesting disbursements.
12. Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
13. Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
14. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
15. Maintains customer confidence and protects operations by keeping financial information confidential.

### **WORKING CONDITIONS/ ENVIRONMENTAL FACTORS**

- Normal office environment

### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in Accounting or related field.
- 2-4 years of work experience in the field or in a related area
- Must be computer savvy and proficient in relative software
- Excellent knowledge of operating standard office equipment
- Ability to manage multiple tasks/projects and achieve deadlines under pressure.
- Good research skills and attention to detail

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**HOW TO APPLY**

*Resumes/CVs along with supporting documents must be submitted to the address/email provided below by the job closing date.*

**ATTN: Head of Human Resources  
VI Recovery and Development Agency  
Ritter House, Third Floor  
Wickhams Cay II, Tortola VG1110  
British Virgin Islands**

**Email: [recruitment@bvirecovery.vg](mailto:recruitment@bvirecovery.vg)**

For more information, please contact Natasha P. Julius at (284) 393-8003 or via email at [natasha.julius@bvirecovery.vg](mailto:natasha.julius@bvirecovery.vg)