



Government of the Virgin Islands Accountant I

CLASS CODE	0041	SALARY	\$0.00 Annually
REVISION DATE	July 18, 2017		

Description

This is accounting work of the beginning professional level in the maintenance or review of fiscal records. Employees in this class perform professional accounting work according to established procedures and regulations. Work involves the keeping of all accounting and fiscal reports, the maintenance of less complex control accounts, or the review of accounting reports submitted by a field staff. Employees work under general supervision, and instructions are usually given only when they begin new work or when new procedures are instituted. Work is reviewed at completion for overall standard of performance.

Duties and Responsibilities

DUTIES (NOT ALL INCLUSIVE).

- Posts accounting data to general ledger accounts from subsidiary reports and papers. Prepares routine financial reports.
- Maintains expenditure and budgetary control accounts and prepares necessary reports of limited complexity relating to account status.
- Analyzes correspondence, audit and investigation reports, and other records for completeness and accuracy to determine sufficiency of information and compliance with local laws.
- Returns audit and investigation reports to field staff with specific instructions for completion.
- Prepares journal vouchers for posting to general ledger.
- Prepares related work as assigned.

Minimum Qualifications

Bachelor's degree from a four (4) year college or University in Accounting, Finance, Business Administration or any related field which includes at least fifteen (15) credits in accounting;

OR

An Associate's degree from an accredited college or University in Accounting, Finance, Business Administration or any related field which includes at least fifteen (15) credits in accounting, plus two (2) years of experience dealing with commercial or government accounting;

OR

High School diploma or its equivalent, plus fifteen (15) credits in accounting and four (4) years of financial management, auditing or accounting experience.

Position Factors

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of accounting principles, methods and ability to apply and adapt established methods to varied accounting transactions.
- Some knowledge of office methods and procedures, and familiarity with the use of standard office equipment.
- Ability to perform detailed work involving written or numerical data, and to make arithmetic calculations rapidly and accurately.
- Ability to prepare complete and accurate accounting reports and statements of moderate difficulty.
- Ability to maintain harmonious working relationships with other employees and the public.

FACTOR 2 - SUPERVISORY CONTROLS

Work is assigned to employee who works independently and is responsible for results. Work is reviewed through reports and discussions. Completed work is submitted for approval by supervisor.

FACTOR 3 - GUIDELINES

Guidelines used are Government Accounting Manuals, Legislative Acts, Department Policies and Procedures, FMS, Legal Opinions and received performance advice from auditors.

FACTOR 4 - COMPLEXITY

The employee performs work on basis accounting functions and fiscal transactions and uses standard methods and procedures to achieve desired results.

FACTOR 5 - SCOPE AND EFFECT

The purpose of the position is to ensure that all financial data are posted, determine the accuracy of government funds and control fund expenditures.

FACTOR 6 - PERSONAL CONTACTS

Personal contacts are made with co-workers, employees from the other agencies and individuals outside of government.

FACTOR 7 - PURPOSE OF CONTACTS

The purpose of the contacts are to obtain and exchange information relative to the balances of various funds and appropriations for specific cost centers.

FACTOR 8 - PHYSICAL DEMANDS

Work is sedentary in nature, requiring no unusual physical demands.

FACTOR 9 - WORK ENVIRONMENT

Work is performed in an office setting.