**POSITION: DIRECTOR, FINANCIAL REPORTING & PROGRAM QUALITY ASSURANCE**

**DESCRIPTION**

The Director of Financial Reporting & Program Quality Assurance is responsible for all aspects of the financial reporting for the Department. The position will oversee technical accounting research related to new and proposed accounting standards. The Director of Financial Reporting also supports and assists with the implementation, maintenance and review of internal controls and departmental policies and procedures. Lastly, the incumbent collaborates with and supervises the processes of the accounting/fiscal departments in order to assure effective financial reporting and compliance with all financial regulations and procedures.

**DUTIES AND RESPONSIBILITES (NOT ALL INCLUSIVE)**

* Preparing and updating fiscal policies and procedures to enable the department is uniform in its performance of the fiscal affairs of the Department of Education and to resolve existing audit problems and mitigate potential audit issues and concerns.
* Supervise the compilation of information necessary for the preparation of the annual financial statements (fixed assets and accounts payable) in accordance with Internal and/or generally accepted accounting principles (GAAP).
* Supervise the review of revenue and expenditure activities, make reports and recommendations and advise and assist the department in making corrections and adjustments so that they can manage the department more efficiently and effectively.
* Review the indirect cost drawdowns every quarter to determine if the department is complying with the indirect cost procedures.
* Supervise the quarterly monitoring of the actual federal direct cost reimbursement/drawdowns for regular grants and special funds, and refer any discrepancies to the Deputy Commissioner.
* Ensures that accounting management and related functions, procurement and storekeeping, and all such matters are performed efficiently, effectively and in accordance with governing policies, rules and regulations.
* Explains and applies government and departmental policies, laws, rules and regulations to the operating divisions and to citizens and firms doing business with the department.
* Follow-up on audit issues and any other irregularities and inconsistencies occurring in the Department to ensure that divisions and programs are practicing established procedures.
* Conduct follow-up of audit findings to ensure that divisions and programs are in compliance with policies and procedures, and that the audit requirements are met.
* Prepare responses to status updates to audit findings, for both financial and single audits. Research of documentation as requested by external auditors.
* Interprets audit reports to staff and assures implementation of recommendations.
* Review regularly samples of how the funds local and federal are spent, to check for irregularities and inconsistencies.
* Report any such inconsistencies or irregularities to the Deputy Commissioner.
* Review of sample fiscal procedures to determine if established internal controls are being followed by departmental personnel.
* Prepare reports, SOPP's and other information and procedures to enable the department to meet audit requirements and perform their duties according to GAAP.

**KNOWLEDGE, SKILLS AND ABILITIES**

* Ability to analyze and evaluate fiscal procedures and activities and to recommend improvements when and where necessary.
* Ability to establish and maintain effective working relationships with all persons contacted during the course of work.
* Ability to use a personal computer and other modern office equipment and highly proficient with all aspects/programs in the Microsoft Office Suite and other popular computer applications.

**EDUCATION AND EXPERIENCE**

* Master's Degree in Business Administration from a recognized college or university with major with a concentration in Accounting, Business or Public Administration including at minimum of 1 2 semester hours of accounting and five (5) years of responsible administrative experience.
* Bachelors of Art degree in Accounting, Business Administration, Finance or closely related field plus seven (7) years' experience in Governmental Accounting or Governmental Auditing, and least three (3) supervisory/managerial experience.

**“No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”**

Complainant may write to: Director Director

Division of Human Resources Division of Human Resources

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