



GOVERNMENT OF THE
VIRGIN ISLANDS OF THE UNITED STATES

PUBLIC EMPLOYEES RELATIONS BOARD

P.O. BOX 25435, GALLOWS BAY, ST. CROIX, USVI 00824-1435
340-773-5580 (STX) 340-773-4780 (STX FAX) 340-775-4190 (STT) 340-714-7044 (STT FAX)

VACANCY ANNOUNCEMENT CHIEF FINANCIAL OFFICER (ST. CROIX) Salary Range: \$60,000.00 to \$75,000.00

DESCRIPTION (NOT ALL INCLUSIVE):

Under the supervision of the Executive Director, the Chief Financial Officer (CFO) is administratively responsible for the management of all financial activities of the PERB. Work performed involves accounting, budgeting, procurement, and payroll. The incumbent assumes ultimate oversight for all fiscal services to include accounts payable, accounts receivable, and cash flow. The CFO is expected to perform independently, exercise initiative, and provide financial recommendations and decisions that will yield positive outcomes.

MINIMUM QUALIFICATIONS:

- A master's degree from an accredited college or university in Business Administration, Accounting, Finance, or closely related field with ten or more years of progressive experience in public accounting principles.

OR

- A bachelor's degree from an accredited college or university in Business Administration, accounting, or finance supported with applicable certification(s), to include twelve (12) accounting credits and/or five (5) years of managerial or supervisory experience.

The applicant must have general knowledge of procedures pertaining to local government procurement, accounting, and budgeting as well as basic principles of bookkeeping. The applicant must be able to analyze, evaluate, and solve accounting and other related fiscal and budgetary problems and possess decision-making capabilities and organizational skills. The applicant must have excellent written and oral communication skills, with the ability to articulate a wide range of information, both general and technical, to a wide variety of audiences.

APPLICATION INSTRUCTIONS:

Interested applicants must submit a cover letter, resume, and two (2) professional letters of recommendation by Friday December 22, 2023, to Mrs. Jessica D. Philgence, Interim Executive Director, in-person or via email at jessica.philgence@perb.vi.gov.

The Virgin Islands Public Employees Relations Board is an Equal Opportunity Employer.