



The Virgin Islands Housing Finance Authority
is seeking qualified applicants for the following position:
INTERNAL AUDITOR

Internal Audit provides independent, objective assurance and consulting services designed to add value and improve the Virgin Islands Housing Finance Authority (VIHFA) operations and programs including the Community Development Block Grant - Disaster Recovery (CDBG-DR) Program.

ESSENTIAL FUNCTIONS:

- ⇒ Assist with coordinating and conducting internal audits of VIHFA and its federal programs.
- ⇒ Assists with developing and implementing an annual audit plan that identifies areas to be audited within VIHFA and its federal programs.
- ⇒ Review and assess the adequacy and effectiveness of the VIHFA's internal control system.
- ⇒ Review the adequacy of controls established to ensure compliance with policies, plans, procedures, statutory requirements, and regulations which could have a significant impact on operations.
- ⇒ Research, compile, and/or monitor statistical or other data of VIHFA divisions/units.
- ⇒ Interacting with external auditors and managing requests for information and responding to inquiries.
- ⇒ Develop assignment scope, methodologies, and audit programs for audits of federal funds such as CDBG-DR.
- ⇒ Prepares thorough, complete, and accurate documentation of work performed; prepares oral and written briefings; prepares draft and final reports; and performs procedure reviews.
- ⇒ Follow up on recommendations and implementation of corrective actions.
- ⇒ Performs other related duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Business Administration, Accounting or related field required.
- ⇒ **Experience:** Minimum of 5 years of directly related accounting and auditing experience with demonstrated competence. Knowledge of Accounting Principles (GAAP), Generally Accepted Government Auditing Standards (GAGAS), Auditing Standards (GAAS), and Governmental Accounting Standards (GASB). Knowledge of applicable housing laws, financial management practices and principles, accounting, auditing, budgeting, financial analysis and research techniques. Equivalent combination of education and experience.
- ⇒ **Knowledge, Skills & Abilities:** Ability to plan, organize and control comprehensive internal audit services; Thorough knowledge of accounting and auditing theory and process; Thorough knowledge of accounting and operating systems and controls; Ability to analyze financial records and reports to assure compliance with policies and procedures, and rules and regulations; Ability to prepare complex reports; Ability to express clearly and articulately in oral and written communication; Ability to plan, organize and meet deadlines; Ability to work independently; Ability to analyze, interpret and apply state laws, federal compliance requirements and local regulations and policies; Ability to analyze, interpret and apply laws, codes, regulations, policies and court decisions affecting the Authority; Willingness to be a team player and to be flexible; Computer literate to include Microsoft Word, Excel and Outlook; Ability to work harmoniously with other agency personnel; and Ability to maintain confidentiality in all assignments. Certified Public Accounting (CPA), Certified Internal Auditor (CIA), or Certified Fraud Examiner (CFE) designation is preferred.

SALARY: \$54,080 - \$68,640 per annum depending upon qualifications.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, and resume/vitae electronically at hr@vihfa.gov. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Friday, July 21, 2023; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority (VIHFA) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, genetics, disability or veteran status. Employment is contingent upon proof of citizenship or legal authorization to work in the United States. Each question must be fully and accurately answered. Incomplete, illegible or unsigned applications will not be considered.