



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

DEPUTY CHIEF FINANCIAL OFFICER

The Deputy Chief Financial Officer (DCFO) is responsible for assisting the Chief Financial Officer (CFO) in the administration and management of the Virgin Islands Housing Finance Authority's (VIHFA's) financial programs. The DCFO reports directly to the Chief Financial Officer, assists with all strategic and tactical matters as they relate to accounting and budget management, cost benefit analysis, management of investments, forecasting needs and the securing of new funding. This is a Territorial position.

ESSENTIAL FUNCTIONS:

- ⇒ Assist the CFO with overseeing the sound financial management of the Authority especially as it relates to the Authority's Financial Control Policies. Monitor banking activities and ensure adequate cash flow to meet the Authority's needs.
- ⇒ Assist in the financial programs and supporting information systems of the VIHFA to include budgeting, accounting, loan servicing, grant funding, receipt of revenue, expenditure of funds, analyzing mortgage lending transactions, investments and the conservation of assets. Ensures maintenance of appropriate internal controls and financial procedures.
- ⇒ Assist with the financial operation, which provides the structuring and sale of bonds in the capital markets to fund VIHFA loans. Guide asset management of bonds and ensures the Authority maintains a good working relationship with the rating agencies and the investment community.
- ⇒ Prepares reports which summarize and forecast VIHFA business activity and financial position in areas of income, expenses and earnings based on past, present and expected operations.
- ⇒ Ensures that the Authority is in compliance with state and federal regulations and that taxes and payroll are current following all regulatory guidelines.
- ⇒ Stays abreast of industry trends and developments, and all changes in laws or regulations affecting the Authority's financial operations, making VIHFA leadership aware of same as necessary.
- ⇒ Assist in establishing performance goals for each supervised Divisions to help VIHFA meet its mission and achieve performance factors.
- ⇒ Make recommendations to the CFO on contracts, recruitment and retention of employees and reorganization of staff.
- ⇒ Performs other duties as requested by the CFO to ensure the sound administration of the Authority.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

Education: Bachelor's degree from an accredited college or university in Accounting, Finance, Economics or related field.

Experience: Minimum of ten (10) years Accounting, Finance and/or Economics experience. A minimum of five (5) years of management level experience in a public agency, or similar entity.

Knowledge, Skills & Abilities: Strong working knowledge of GAAP, internal controls and financial reporting, and experience interpreting complex accounting and financial information. Thorough knowledge of financial and bond accounting. Extensive knowledge of public and commercial financing and current trends in housing. Working knowledge of regulations governing federal programs such as the Community Development Block Grant (CDBG) Program, Emergency Shelter Grant (ESG), Home Investments Partnership Program (HOME) and the Low-Income Housing Tax Credit Program (LIHTC). Ability to take initiative, work independently, and utilize creative skills to resolve issues. Proficiency in the use of Microsoft Word, Excel, Outlook and PowerPoint. Ability to be flexible and work under pressure. Ability to maintain confidentiality in all assignments.

SALARY: \$95,000 - \$115,000 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, March 8, 2024;** however, this position will remain open until filled.

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.