



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position in the St. Thomas/St. John District:

INTERNAL AUDITOR

The Internal Audit manages, coordinates, monitors, plans and develops the Internal Audit Program for the Virgin Islands Housing Finance Authority (VIHFA) Divisions and Programs including the Community Development Block Grant - Disaster Recovery (CDBG-DR) Program.

ESSENTIAL FUNCTIONS:

- ⇒ Assist with coordinating, conducting and reporting on internal audits of VIHFA and its federal programs.
- ⇒ Assists with developing and implementing an annual audit plan that identifies areas to be audited for VIHFA and its federal programs.
- ⇒ Assists with quality assurance assessments of the Agency's systems, processes and procedures to determine their adequacy, reliability and effectiveness.
- ⇒ Assists with reviews and compliance with established policies, procedures, and applicable law and assists with identifying, developing and implementing goals and objectives.
- ⇒ Assists with planning and monitoring special projects.
- ⇒ Interacting with external auditors and managing requests for information and responding to inquiries.
- ⇒ Develop audit plans and audit programs for CDBG-DR and conduct site visits and assessments of procedures, policies and compliance with Housing and Urban Development (HUD) guidelines and other Federal regulations
- ⇒ Prepares reports and conducts analysis to set forth results of audits and make recommendations on administrative, organizational and appropriate corrective action and follow up on recommendations and implementation of corrective actions.
- ⇒ Performs other related duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelors 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), 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.

SALARY: \$62,400-\$75,000 per annum depending upon qualifications. CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Safer at Home period, application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Friday, January 8, 2021; 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 is an Equal Opportunity Employer