



# **Virgin Islands Waste Management Authority**

## **Job Vacancy Announcement**

### **Fiscal Specialist – Account Payable**

### **St. Croix**

**Classified Non-Union**

**SALARY: Commensurate with Experience**

**DEADLINE: Open Until Filled**

The **Fiscal Specialist-Accounts Payable** is responsible for invoice payments, month end expense accrual, managing vendor relationships, accounts dispute resolution and basic administrative duties.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Reviews and validates all invoices and authorization for payments, ensuring all related information and documents are included.
- Prepare and process accounts payable invoices and payments ensuring that payment is timely and accurate.
- Accept all payment documents for contact work performed on capital projects after checking and review by an accountant.
- Handles vendor discrepancies and past due balance reconciliations.
- Participates in meeting, training, workshops, etc and inform other staff and administration regarding procedural requirements for processing transactions.
- Reconciles financial data to maintain accurate account information and balances and compliance with established accounting practices.
- Prepares monthly gross receipts taxes and submits to the Virgin Islands bureau of Internal Revenue.
- Performs accounts payable portions of the monthly close process including balance sheet reconciliation work, expense reporting and cash payment analysis.
- Assist Accounting Manager with forecasting of disbursements.
- Provides supports in the maintenance and revisions of accounts payable policies and procedures.
- Reviews and processes employee expense reports and payments in timely manner
- Prepares and generate 1099s
- Research and resolve all accounts payable issues.

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- Maintains financial information, files and records for the purpose of ensuring the availability of documentation and compliance with establishing policies and regulations guidelines.
- Performs other assigned finance/accounting duties as required.

#### **EDUCATION AND EXPERIENCE:**

- A Bachelor's degree in Accounting, Finance, or Business Administration from an accredited four-year college or university and two (2) years of relevant work experience; **OR**
- An Associate's Degree in Business Administration from an accredited four-year college or university and four (4) years of relevant work experience.

***Virgin Islands Waste Management Authority is an Equal Opportunity Employer***

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