



Virgin Islands Waste Management Authority

Job Vacancy Announcement

Chief Financial Officer

St. Croix or St. Thomas

SALARY: Commensurate with Experience

DEADLINE: May 28, 2021

Chief Financial Officer – Leads, directs, and oversees the Virgin Islands Waste Management Authority’s financial and purchasing activities to meet goals and objectives established by the Board of Directors and/or the Executive Director. Responsible for reporting accurate and timely financial results for the Authority. Ensures that all the Authority’s financial and purchasing activities comply with legal requirements or accepted industry practices.

This exempt position requires independent decision making and autonomy in the discharge of duty. It is a professional, executive role with respect to the subject matter described herein. This position is thus outside the purview of the Virgin Islands Wrongful Discharge Act and said employee can be terminated at any time with or without cause. No property right to employment exists and any offer of employment may be withdrawn without notice or cause, subject to the rights and remedies available to employers and employees under United States and Virgin Islands law.

DUTIES AND RESPONSIBILITIES:

Include the following with other duties as assigned.

- Leads, directs and oversees all Authority financial activities including accounting, budgeting, cash management and reporting.
- Leads and oversees Authority purchasing and ensures there are established purchasing and property requirements.
- Establishes appropriate policies, procedures and controls for financial activities and purchasing matters consistent with the Executive Director’s direction and instructions.
- Responsible for managing the Authorities cash and investments and the risk management program.
- Collaborates with the Executive Director to ensure that the organization meets all objectives and goals established by the Board of Directors.
- Manages two subordinates a director and manager.
- Responsible for establishing measurable objectives, goals and service levels for all subordinate functions.

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- Provides focus and momentum for continuous improvement in the delivery of financial and purchasing services.
- Publishes the annual financial report for the Authority and prepares more frequent and interim reports at the direction of the Board of Directors and/or the Executive Director.
- Evaluates Authority budget and financial results and reports these results to the Executive Director.
- Cooperates with internal and external auditors. Addresses any deficiency identified in financial audits and ensures that the corrective actions resolve the deficiency.
- Responsible for preparing the annual operating and capital investment budgets and overseeing implementation of the budgets.
- Maintains the official business records of the Authority and is responsible for any required business filing with local, territorial or federal governments.
- Develops and maintains a sound working relationship with financial and accounting community and territorial authorities.

EDUCATION AND EXPERIENCE:

- A Bachelor's degree in accounting, finance, business, or management from an accredited college or university.
- A Master's degree is highly desirable
- Eight (8) years of relevant financial experience including at least two (2) years of experience as a Chief Financial Officer for a business, utility or a government agency
- Equivalent combinations of education and experience may be considered

Virgin Islands Waste Management Authority is an Equal Opportunity Employer

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