

**ASSISTANT CHIEF, RECONCILEMENT AND AUDIT ACTIVITY OFFICER
GS-23 (FS-16)**

DEFINITION:

This is highly responsible auditing and accounting work which involves assisting in directing and supervising of the activities of accounting and other personnel at the Department of Finance, who are engaged in the audit and reconciliation of government collections, deposits and bank accounts.

Work is performed in accordance with established accounting procedures. The Assistant Chief shall be required to use initiative, judgment and analytical ability in accomplishing the functions of the Activity Center. Work is reviewed through conferences with and reports submitted to the Chief of the Activity Center and the Director of Treasury.

DUTIES (NOT ALL INCLUSIVE):

Work along with the section chief in assigning, directing and supervising the work of a staff of professional and non-professional accounting employees.

Assists the section chief with the daily supervision and detailed scrutiny of the government's bank accounts.

Helps to identify and analyze discrepancies between the government's account and statements from depositories of government funds.

Helps in the preparation of statements of reconciliation and reports reflecting adjustments to the general ledger, revenue ledger and deposit register.

Assists in the maintenance of primary accounting records and data which support the efficient cash management of government funds.

Assists in the development, implementation and supervision of procedures related to dishonored checks, canceled checks, lost checks, forged checks, stale dated checks and payment of debt to survivors.

Assists in establishing and supervising procedures for the orderly and systematic microfilming and destruction of collectors' revenue and deposit documents and canceled checks.

Recommends changes in procedures and systems affecting the work as necessary in conjunction with the Chief.

Works with MIS on computer posting problems and with government depositories on discrepancies found on depository documents and on debit and credit advice.

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Performs unannounced compliance field audits and inspections of collectors and collection agencies as may be required.

Edits and prepares audits reports for management on findings and recommendations after completion of field inspections.

Assists overseeing the preparation of all refunds (other than income tax) made from the Treasury.

Assists in the preparation of preliminary revenue projects for the government for discussion with and approval of section chief.

Prepares correspondence for own signature or signature of superiors.

Assists training and evaluating subordinates in the proper performance of their duties.

Performs other duties as required.

FACTOR-1- KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of accounting principles and of governmental accounting structure, and Accounting Manual as it relates to procedures governing the reporting of revenues, deposits and expenditures.

Knowledge of practices and procedures of the banking system's routing of checks, internal check handling, deposit procedures and the processing of financial instruments and securities.

Knowledge and comprehension of computer processing capabilities, principles and procedures.

Knowledge of the FMS Cash Receipts Module; deposit, revenue and general ledger posting procedures.

Ability to analyze, interpret and apply the Virgin Islands Code of Laws.

Ability to prepare complex statistical financial reports and statements.

Ability to use initiative and assume responsibility in analyzing and interpreting complex accounting data and in supervising employees engaged in all aspects of work.

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Ability to supervise, manage and train subordinate employees, and government cashiers to efficiently execute their duties.

Ability to speak and write clearly and concisely.

Ability to establish and maintain effective working relationships with various entities contacted during the workday.

FACTOR-2- SUPERVISORY CONTROLS:

Work is assigned based on objectives and priorities. The employee independently carries out assignments, however, supervisor is available for guidance and consultation. Work is reviewed for completeness and accuracy to determine whether objectives are met and for compliance with agency policies and regulations.

FACTOR-3- GUIDELINES:

Guidelines used are governmental accounting manuals, Virgin Islands Codes, operating procedures and policies related to governmental transactions.

FACTOR-4- COMPLEXITY:

The employee performs a variety of duties requiring considerable knowledge of policies, methods and procedures relative to the audit and reconciliation of revenues and deposits and of the Financial Management System (FMS).

FACTOR-5- SCOPE ANDEFFECT:

The purpose of this position is to monitor the revenue posting functions ensuring that all revenues received by the Virgin Islands government are posted appropriately and timely. The work contributes to the efficient management of cash, budgeting and disbursement.

FACTOR-6- PERSONAL CONTACTS:

Contacts are made with co-workers, employees from other agencies, the general public and other financial organizations. Contacts are made in writing, telephone, fax and in person.

FACTOR-7- PURPOSE OF CONTACTS:

The purpose of contacts are to provide and obtain information.

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FACTOR-8- PHYSICAL DEMANDS:

Work is sedentary. No unusual physical demands are required.

FACTOR-9- WORK ENVIRONMENT:

Work is performed in an office setting.

MINIMUM QUALIFICATIONS:

Associate Degree in Accounting, Business Administration, or Finance including fifteen (15) credits in accounting and two (2) years of responsible experience in governmental or commercial accounting;

OR

Completion of the twelfth (12th) grade supplemented by fifteen (15) credits in accounting and four (4) years of responsible experience in governmental or commercial accounting;

OR

Four (4) years as a Revenue Audit Technician IV or Reconciliation Clerk III.

DATE: _____

APPROVED: _____
DIRECTOR