



ST. CROIX 116 King Street, Frederiksted, VI 00840
(340) 773-6499 FAX (340) 773-7701

ST. THOMAS 8000 Nisky Shopping Center, Suite 620, St. Thomas, VI 00802
(340) 714-1700 FAX (340) 777-1103

www.USVIEDA.org

BUDGET & FINANCIAL ANALYST

JOB CLASSIFICATION	BUDGET & FINANCIAL ANALYST
CLASSIFICATION	CLASSIFIED, NONUNION
SALARY GRADE	\$62,883.15 - \$65,423.62
DEPARTMENT	ADMINISTRATION AND FINANCE
DISTRICT	ST. THOMAS
REPORTS TO	CHIEF FINANCIAL OFFICER
LAST UPDATED	OCTOBER 13, 2023

JOB DESCRIPTION SUMMARY

The Budget and Financial Analyst, under the direct supervision of the Chief Financial Officer (“CFO”), is responsible for preparing and monitoring the operating, grant, and capital budgets for the Virgin Islands Economic Development Authority (“USVIEDA”). This position conducts complex financial and management analysis to evaluate agency-wide performance and operating and capital spending efficiency; prepares and presents findings and recommendations; implements recommendations and assists departments in assessing performance against stated objectives. This position leads in all activities related to preparing and presenting the annual operating budget.

ESSENTIAL FUNCTIONS

- Prepare, analyze, coordinate, and monitor operating and capital budgets.
- Conduct monthly budget vs. actual, departmental objective, key performance indicator (“KPI”), and variance analysis, summarizing findings for stakeholders.
- Coordinate with Human Resources to develop staffing budgets and analyze new staff requests in relation to the operating budget.
- Monitor, identify, and coordinate with staff to resolve budget-to-actual discrepancies.
- Analyze financial statements using ratio analysis and communicate important financial information clearly to a variety of audiences, including senior management and external agencies.
- Present or submit reports to the Board of Directors and other stakeholders as required.
- Assist with budget projections, project cash flow requirements, and track revenue and expense trends.
- Lead meetings, presentations, and other work representing the department.
- Review journal entries, accounting ledgers, and other financial information to ensure that journal entries are accurately posted, and accounts are reconciled monthly, quarterly, and annually. Recommend and implement adjustments as needed to enhance financial accuracy.
- Upload approved budgets into the Authority’s accounting system and perform database management functions to maintain the integrity and accuracy of the reporting system.
- Provide advice and technical assistance that includes cost analysis and fiscal allocations.
- Ensure there are adequate funds and limited financial resources are efficiently allocated to support programs within the organization.
- Identify and recommend solutions to operational issues with fiscal impact.
- Estimate the fiscal impact of management decisions and policies.
- Proactively monitor spending and recommend spending efficiencies.
- Review existing and past budgets to identify weaknesses.



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- Perform a variety of complex analytical, compliance, and administrative work in support of reporting functions.
- Perform other duties as assigned.

COMPETENCIES

- Strong/advanced Microsoft Excel skills.
- Intermediate/advanced Microsoft Word skills.
- Excellent analytical and written communication skills.
- Solid public presentation skills.
- Collaboration Skills.
- Communication Proficiency.
- Flexibility.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

WORK ENVIRONMENT

This position operates in a professional office environment and routinely uses standard office equipment, including but not limited to computers, phones, photocopiers, filing cabinets, and fax machines.

PHYSICAL DEMANDS

Some sitting, typing, stooping, walking, pulling, twisting, lifting, talking, hearing, seeing, and repetitive motions will be necessary in this position. This would require the ability to occasionally lift up to 30 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position. Normal days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

TRAVEL

No travel is expected for this position.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor’s degree in Accounting or Finance.
- At least three (3) to five (5) years of related accounting or finance experience.
- Strong accounting background; in-depth knowledge of Enterprise Resource Planning (ERP) Systems: Accounts Payable, Account Receivable, Cash Management, and General Ledger.
- Knowledge of BizNet Financial Reporting Software or similar programs to include writing reports.
- Strong financial systems background with proven experience in financial reporting using computer applications.
- Advance knowledge in the use of Microsoft Application Suite: Word, Excel, PowerPoint, and Outlook. Canva and Visme is a plus.



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- Ability to work independently and as a team member under tight deadlines and changing priorities.
- Skilled at performing accurate mathematical computations, reconciling differences, reviewing financial data for accuracy, and making involved and accurate computations.
- Excellent written and oral communication skills with proven ability to effectively communicate with all levels of management, the Governing Board, government officials, and other stakeholders.
- Ability to produce detailed budget charts, tables, and spreadsheets as needed in support of a variety of budgetary analyses and special projects.
- Excellent customer service skills, including strong communication skills; and demonstrated ability to establish, maintain, and foster cooperative working relationships with those contacted in the course of work.
- Strong time management and organizational skills with the ability to prioritize competing tasks to ensure timely processing.
- Ability to exercise sound judgment and work independently with a high degree of confidentiality.

PREFERRED EDUCATION AND EXPERIENCE

Master's degree preferred.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

None

AFFIRMATIVE ACTION PLAN (AAP)/EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

VIEDA does not discriminate against an employee or an applicant for employment on the basis of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.

Other Duties

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this position. However, this is not an exhaustive list. The job description may be changed or developed at any time to reflect changes, as required. Duties, responsibilities, and activities may change at any time with or without prior notice.

How to Apply

To apply, submit the following:

- 1) Letter outlining your interest and qualifications for the job; and
- 2) Resume

To ensure full consideration, all required documentation must be received by **4:00 p.m. (AST) Friday, December 29, 2023**. Send documentation via email (.pdf) to Human Resources at:

HR@usvieda.org

The position will remain open until filled. Submissions that do not include the requested documents will not be considered. USVIEDA will only contact applicants selected for interview. Any applicant who needs a reasonable accommodation shall advise the Human Resources department at the email above.