



Elections System of the Virgin Islands  
"Fair - Accessible - Secure - Transparent"

St. Croix: 340-773-1021 | St. John: 340-776-6535 | St. Thomas: 340-774-3107

\*Copied documents will not be accepted

# VOTER REGISTRATION *Requirements*

BIRTH CERTIFICATE **OR**  
PASSPORT (UNITED  
STATES) **OR**

MILITARY DISCHARGE  
FORM (DD214) **OR**  
NATURALIZATION  
CERTIFICATE

## JOB VACANCY ANNOUNCEMENT (ES) ADMINSTRATOR OF FISCAL & PERSONNEL SERVICES

### EXEMPT POSITION

**SALARY: \$60,000.00**

**DEADLINE: October 31, 2023**

### POSITION DESCRIPTION

This is high-level territorial administrative work overseeing local budgets and federal grants appropriated to the Elections System of the Virgin Islands. Oversight and coordinate the department's human resources and personnel services in compliance with the Government of the Virgin Islands Financial, Procurement, and Personnel policies.

An employee in this position monitors and oversees departmental expenditures, Payroll, and Human Resources, providing guidance and recommendations to ensure administrative efficiency, accurate accounting and reporting procedures, and compliance with federal and local laws and standards. This includes the preparation of financial, payroll, and Human Resources reports, optimizing and maintaining balanced budgets following Generally Accepted Accounting Principles (GAAP). Serves as a liaison between the Supervisor of Elections and the Department of Finance, Office of Management and Budget, Property and Procurement, and Division of Personnel. The employee performs confidential and sensitive work under the Supervisor of Elections.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops Fiscal & Administration Policies & Procedures.
- Analyzes and assists in preparing territorial budgets, federal grants, and other financial reports.
- Monitors the organization's expenditures and ensures budgetary allotments are expended correctly and timely.
- Performs accounts payable entry and payments of bills in the Enterprise Resource Planning System (ERP). Maintains monthly records of all GL Accounts.
- Performs the reconciliation of employees' time and attendance in STATS. Maintains employee leave balances and other personnel functions.

### *Office Locations*

**ST. CROIX**

ST. CROIX ELECTIONS OFFICE-SUNNY ISLES SHOPPING CENTER, UNIT 26  
(8:30 AM TO 4:30 PM DAILY)

**ST. THOMAS**

ST. THOMAS ELECTIONS OFFICE- LOCKHART GARDENS (UPSTAIRS BANCO POPULAR)  
(8:30 AM TO 4:30 PM DAILY)

**ST. JOHN**

ST. JOHN ELECTIONS OFFICE- MARKET PLACE SUITE II.  
(TUESDAYS AND THURSDAYS FROM 9:00 AM TO 4:00 PM)



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- Documents and recommends new procedures and processes for better accountability and controls, record keeping, and reporting federal and local funds received by the department.
- Perform all Human resources functions, including NOPA processing and Employee appreciation.
- Handles the ordering and procurement of goods for the Elections system and during the Election Period.
- Assist the Supervisor of Elections with whatever tasks are needed for the proper function of the office of the Election.
- Performs other duties as required.

## EDUCATION AND EXPERIENCE

- Bachelor's Degree in Finance, Accounting or related field from an accredited college or university and a minimum of three (3) years of relevant accounting experience, including two (2) years as an administrative officer.
- Ability to analyze accounting reports and statements in evaluating the operation of the department.
- Ability to prepare complex reports covering the operation of the department, including budget estimates, accounting, and personnel reports.
- Ability to explain and apply policies, rules, and regulations governing accounting control and general administration in a government department and to recommend revisions for improving the budgetary and personnel operation of the department.
- Ability to maintain effective working relationships with co-workers and other people contacted during work periods.

## SKILLS

- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to interpret financial statements and data accurately.
- Meticulous attention to details and accuracy.
- Ability to multitask and priorities effectively.
- Strong analytical and problem-solving skills.
- Willingness to learn new business methods and computational skills.
- Ability to maintain a continuous high level of productivity working in a challenging environment.

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**Please submit resume and documents in a sealed envelope forwarded to the following address:**

**Elections System of the VI  
Ms. Caroline Fawkes  
Supervisor of Elections  
P.O. Box 6038  
St. Thomas, V.I. 00804  
or  
Email: [esvi.info@vi.gov](mailto:esvi.info@vi.gov)**

**The Elections System of the Virgin Islands is an Equal Opportunity Employer**

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