

JOB ANNOUNCEMENT
GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
Internal/External

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Compliance Monitor – Federal Grants and Audits

LOCATION: St. Croix District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers@vide.vi

Deadline for applying: Until Filled

Salary Range: \$45,000

Union: Exempt

DESCRIPTION

An employee in this class examines, evaluates, and investigates eligibility for or conformity with laws and regulations governing contract compliance of federal grants and programs and other compliance and enforcement inspection activities. The employee is expected to use independent judgment in the performance of some duties. Work is continuously reviewed through conference and appraisal of performance.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Monitors and evaluates for Department's local and federal compliance with approved program activities;
- Assists with planning and developing operating procedures and policies which support the goals and objectives;
- Disseminates information on federal mandates, regulations and guidelines;
- Compiles statistical data to support all activities and to calculate program effectiveness;
- Monitors all phases of activities to ensure compliance with federal and local laws;
- Conducts research and prepares reports;
- Administers and tracks program budgets;
- Communicates on behalf of program with relevant stakeholders;
- Provides informal and formal training related to administration of federal grants;
- Examines and verifies correctness of, or establishes authenticity of records;
- Keeps immediate supervisor informed;

- Performs other related duties as required.

FACTOR I - KNOWLEDGE AND ABILITIES REQUIRED

- Knowledge of applicable federal and local law and Departmental policies and regulations;
- Knowledge of internal and external auditing concepts, techniques, methods, and procedures;
- Knowledge of GAGAS auditing and reporting standards;
- Knowledge of basic computer operation;
- Knowledge of departmental rules, regulations, policies and procedures.
- Ability to communicate orally and in writing through such forms as correspondence, briefing papers, reports, and issue papers;
- Ability to establish and maintain an effective working relationship with the public and all persons contacted during the course of work;
- Ability to work effectively, cooperatively and harmoniously with agency staff, public, groups and individuals;
- Ability to research, compile data, and write reports.

FACTOR II- SUPERVISORY CONTROLS

- Work is reviewed and evaluated directly through documents and reports, observations, annual performance evaluations, and annual program evaluations.

FACTOR III - GUIDELINES

- Guidelines consist of applicable federal and local laws, Departmental policies and regulations, and inspection procedures manuals.

FACTOR IV – COMPLEXITY

- The Program Compliance Monitor consistently exercises discretion and independent judgment, utilizing ability and sound judgment to interpret data and conditions.

FACTOR V - SCOPE AND EFFECT

- The scope of the work to be performed by the Program Compliance Monitor is far reaching, impacting the integrity and viability of federal programs.

FACTOR VI, VII - PERSONAL CONTACTS & PURPOSE OF CONTACTS

- Contacts are made with Department personnel at the district and state levels and employees within own agency for the purpose of planning, developing and implementing initiatives and policies and to obtain and exchange information relative to the federal grants program.

FACTOR VIII - PHYSICAL DEMANDS

- There are no strenuous physical demands placed on this position. Air travel within the Territory and travel to the mainland to attend workshops and seminars may be required.

FACTOR IX - WORK ENVIRONMENT

- Workplace will vary at times. Work is to be performed in a smoke-free, drug-free office setting with a computer work station and telephone, but may require visits to other activity centers.

MINIMUM QUALIFICATIONS

- Bachelor of Arts Degree from an accredited university in Business Administration, Accounting or closely related field; **or**
- An associates of Arts degree from an accredited university in Business Administration, Accounting or closely related field two (2) years clerical, revenue collection or cashier experience, including three (3) credits in Accounting; **and**
- Valid Virgin Islands Driver's License.

Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures.

Send your complete application package to careers@doe.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.

Travel, transportation and relocation expenses are not authorized by this position. Any travel, transportation and relocation expense associated with reporting for duty in this position will be the sole responsibility of the selected candidate
