



**RTPark**  
UNIVERSITY OF THE VIRGIN ISLANDS

**UVI RTPARK**

**JOB DESCRIPTION – FINANCE & ADMINISTRATION ASSOCIATE**

**OVERVIEW OF THE RESEARCH & TECHNOLOGY PARK:**

The RTPark is an economic development organization operating under a legislative mandate and policy guidance from the University of the Virgin Islands (UVI) to develop a technology sector and strengthen the entrepreneurial ecosystem in the Territory. The RTPark's business model leverages certain economic assets in the U.S. Virgin Islands to enable and sustain an environment that affords knowledge-based enterprises the operate in a favorable near-shore setting while remaining within the jurisdiction of the U.S. The RTPark is designed to provide a foundation for a robust, vital and growing technology sector, promote territorial prosperity and growth, broaden the academic and financial capabilities of the UVI, and play a leading role in workforce development to help produce a more highly-skilled and globally-competitive workforce.

**POSITION TITLE:**

Finance and Administration Associate

**POSITION SUMMARY:**

The Finance and Administration Associate plays a pivotal role in the UVI RTP's continued growth, profitability and overall functionality. S/he must work in strict adherence to company policies, rules and regulations and be committed to carrying out these measures. S/he is responsible for, but not limited to, all aspects of financial reporting and management of core administrative functions of the RTP. The role involves working directly with the Finance and Administration Director to develop and maintain accounting principles, practices and procedures to ensure accurate and timely financial statements. The position addresses tight deadlines and a multitude of accounting activities, including: timely payment of vendors and consultants, general ledger preparation, financial reporting, year-end closing, financial reporting and support of budget and forecasting activities. The Finance and Administration Associate under the director will liaise with a variety of position levels, which requires strong interpersonal communication skills both written and verbal.

Additionally, S/he ensures the smooth running of the day-to-day functions, including providing the administrative support necessary to conduct RTP business and fulfill its mission. The Finance and Administration Associate will assist the Director with preparation of the budget and payroll as well as support both the Finance and Administration Director and the Executive Director in preparing for the Board of Directors and other governance meetings.

**REPORTING RELATIONSHIPS:**

The Finance and Administration Associate reports directly to the Finance and Administration Director of the UVI RTPark.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**



- Leads on all accounting, financial and administrative activities of the RTP.
- Completes and assist on all management accounting activities including reports, and instructions for BOD reporting.
- Assist with all internal financial statements.
- Assist with monthly revenue collection and A/R reporting.
- Provides reports on client collection information, documentation and collation of information on billing clients.
- Completes monthly accounts payable and check processing including for 1099 recipients.
- Assist in the completion of standard year-end closing functions for the UVI RTP.
- Obtains and maintains a thorough understanding of the financial reporting and general ledger structure.
- Ensures the timely reporting of all monthly financial information.
- Knowledge of automated accounting and financial reporting systems required.
- Ability to analyze financial data and prepare financial audits, reports, statement, and projections required.
- Demonstrated knowledge of Accounting Theory and Practice
- Working knowledge of commonly used accounting packages such as Sage or QuickBooks
- Assist managers with HR issues and administration of personnel policies.
- Conducts new employee orientation and on-boarding
- Maintains employee files.
- Meticulous attention to detail and accuracy in work product.
- Excellent written and oral communication skills.
- Demonstrated ability to meet aggressive deadlines.
- Strong organizational skills and the ability to manage multiple priorities simultaneously.
- Possesses the ability to see the “big picture” while focusing on the process and procedures necessary to produce deliverables.
- Comfortable working independently as well as part of a team.

## **QUALIFICATIONS AND EXPERIENCE**

### ***Required:***

- Bachelor’s degree in accounting, finance or a related field.
- Experience in revenue forecasting and budgeting.
- Experience in administrative services.



**RTPark**  
UNIVERSITY OF THE VIRGIN ISLANDS

***Preferred:***

- Master's degree in business, accounting, finance or a related discipline.

**COMPENSATION & BENEFITS:**

RTPark offers a competitive salary schedule based on qualifications and experience, along with a comprehensive benefits package to eligible staff.

*The RTPark is an equal opportunity employer. Applicants from diverse cultural and socioeconomic backgrounds are strongly encouraged to apply.*