

PRVI HIDTA
Financial Manager

The High Intensity Drug Trafficking Area (HIDTA) Program for Puerto Rico and US Virgin Islands is seeking a candidate to fill the position of **Financial Manager**. The Financial Manager's position is a contract position renewable annually and will work from San Juan. The position offers health insurance for the staff member and the salary starts at an equivalent of a GS 11-1 plus COLA.

Applicants **must** possess at a minimum a Bachelor's Degree in Accounting or Finance, and a history of progressively responsible executive experience including supervisory responsibilities. Also, the selected candidate shall be able to pass a Secret Clearance background check.

The position requires the **HIDTA Financial Manager** to work as a single point of contact for:

- Budgeting;
- Explaining rules for spending HIDTA funds; and
- Providing current reports about each initiative's budget

Additionally, the **Financial Manager** requires to be completely bilingual (English, Spanish), able to compose documents following proper grammar; some travel will be required, and the candidate must be able to prepay some expenses to be reimbursed. Trainings shall be offered so that the candidate becomes acquainted with the HIDTA Program Policy and Budget Guidance.

Domain of Microsoft (Word, Excel, and PowerPoint) and being organized are a must. If the candidate has previous experience working with federal grants that is a plus, but not required.

If you are interested in being considered for this position, please send your resume along with a cover letter and a list of references that should include names and phone numbers to the following email: info@prvihidta.org. Deadline to submit resumes and other documents is: **September 30, 2019**.