



- Assist with preparation for annual external audit; prepare majority of audit schedules for VTC, AHP & VIT; draft quarterly reports for VIT.

SUPERVISION RECEIVED

Regular work is performed with considerable independence within guidelines of Generally Accepted Accounting Principles (GAAP) and Federal regulations and objectives and deadlines established by the Controller.

SUPERVISION EXERCISED

Administrative and functional supervision of two staff members within assigned areas of the Business Office.

MINIMUM QUALIFICATIONS