

AVERIL E. GEORGE

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St. Croix, USVI 00822

Job Objective

Dedicated and accomplished Finance and Human Resources professional with over 15 years of diverse experience in leadership, auditing, personnel management, and financial analysis. Possessing a Certified Public Manager Certification and a Masters in Business Administration. I am committed to leveraging my expertise to drive strategic financial decisions and optimize HR operations. Seeking an opportunity to contribute proven skills in budgeting, compliance, and team leadership, while fostering collaboration and innovation within a dynamic organization.

Education

Certified Public Manager (CPM)
- Certification August 2018
University of the Virgin Islands,
St. Croix, VI

Masters of Business
Administration May 2009
University of Phoenix, Phoenix,
Arizona

Bachelor of Arts, Accounting,
May 1999 University of the
Virgin Islands, St. Croix, VI

Skills

Proficient ERP: Tyler Munis
Insight in Neogov Applicant
Tracking System
Systems, Applications &
Products (SAP) Software
TruTrack
CVTS (Proforma Reporting
Software)
Hyperion
QuickBooks Pro
Financial Reporting and
Control
Budgeting Forecasting/Analy-
sis
Policy Procedure
Development
Word Processing
Microsoft Office
Microsoft Excel, Access
Certified Wellness Program
Coordinator (CWPC)

Professional Experience

Assistant Commissioner | Department of Public Works, St. Croix | May 2022 - Present

- Led administrative and supervisory functions supporting the execution of departmental mission and vision.
- Represented the department at various meetings, effectively conveying insights and decisions on behalf of the Commissioner.
- Fostered robust relationships with governmental agencies and federal officials, ensuring compliance with applicable laws and regulations.
- Addressed inquiries from the public and employees regarding departmental projects and policies, maintaining open lines of communication.
- Formulated and communicated policies and program objectives to optimize departmental operations.
- Collaborated with Assistant/Deputy Commissioner and area Directors to manage personnel, performance evaluation, discipline, and promotions in alignment with Division of Personnel guidelines.
- Assisted in preparing annual departmental budget, ensuring adherence to fiscal parameters and presenting budget recommendations to the Commissioner.

Director of Human Resources & Payroll | February 2021 - May 2022

- Planned, organized, and directed a comprehensive program of personnel and payroll services for the Department, encompassing recruitment, employee orientation, development, training, and employee relations.
- Assisted in the development, documentation, and implementation of policies to ensure efficient and compliant departmental operations.
- Managed departmental records of personnel transactions, including hires, promotions, performance reviews, and disciplinary actions, maintaining accurate and up-to-date documentation.
- Played a pivotal role in budget preparations, collaborating with the management team to ensure accurate representation of personnel-related expenses.
- Interpreted and applied personnel and payroll rules, regulations, and Virgin Islands laws, including annual sick leave, overtime, retirement contributions, income tax, and social security, ensuring compliance.
- Collaborated closely with management staff for workforce planning, staff training, and program development, contributing to the overall enhancement of team capabilities.

Linetree Bay Refining, LLC | Financial Consultant | February 2019 - February 2021

- Conducted comprehensive audits of contractors to ensure compliance with Virgin Islands Law, identifying areas for improvement and risk mitigation.
- Reconciled key contractor statements before FID-CosTrack, verifying accuracy and aligning financial data.
- Managed reconciliations for multiple contractors, addressing discrepancies and maintaining consistent financial records.
- Analyzed financial data and prepared reports for management, contributing to informed decision-making and strategic planning.
- Demonstrated proficiency in software tools such as TruTrack and CVTS (Proforma Reporting Software), ensuring accurate payroll processing and financial reporting.
- Leveraged expertise in financial systems and software to improve workflows and resolve complex financial issues.
- Demonstrated adaptability and problem-solving skills to address various challenges and contribute to the financial health of the organization.

USVI Department of Labor | Commissioner Designee | June 2018 - January 2019

- Conducted comprehensive audits of contractors to ensure compliance with Virgin Islands Law, identifying areas for improvement and risk mitigation.
- Reconciled key contractor statements before FID-CosTrack, verifying accuracy and aligning financial data.
- Managed reconciliations for multiple contractors, addressing discrepancies and maintaining consistent financial records.
- Analyzed financial data and prepared reports for management, contributing to informed decision-making and strategic planning.
- Leveraged expertise in financial systems and software to improve workflows and resolve complex financial issues.
- Maintained a strong attention to detail and accuracy while managing financial records and reconciliations.
- Demonstrated adaptability and problem-solving skills to address various challenges and contribute to the financial health of the organization.

**Community
Affiliation**

Vice President
Helping Our People Emerge
(HOPE INC)

Treasurer
Virgin Islands Basketball
Federation

Former Chairman
Board of Governors
United Way of St. Croix

Public Relations Officer
Barron Spot Fun Club

Past Member of Rotary Club
of St. Croix West

Volunteered - Community
Organizations

USVI Division of Personnel | Assistant Director | February 2017 - June 2018

- Collaborated with the Director to develop, implement, and administer policies and procedures for the selection and retention of personnel, ensuring the effective management of the government workforce.
- Provided consultation to various departments and agencies on all aspects of personnel administration, offering expert guidance and solutions to diverse challenges.
- Assisted the Group Health Insurance team in managing benefits for employees and retirees, contributing to the overall well-being of government staff.
- Orchestrated the Wellness Program for the Government of the Virgin Islands, fostering a healthy and engaged workforce through strategic planning and employee engagement initiatives.
- Played a pivotal role in maintaining the system of personnel administration, including accurate records of personnel transactions such as hires, promotions, and performance reviews.
- Coordinated the activities of different sections within the Personnel Office, implementing and optimizing policies and procedures to ensure streamlined operations.
- Stepped into the role of the Director during absences, effectively managing responsibilities and ensuring continuity in personnel administration.
- Conducted training seminars and workshops for the Department's staff, equipping them with the knowledge and skills needed for effective personnel management, labor relations, and more.
- Collaborated closely with management staff to develop workforce planning strategies, contributing to the creation of a well-trained and motivated government workforce.
- Demonstrated proficiency in Microsoft Office suite, particularly Excel, Access, and Word Processing, to support data management and document preparation.

Pinnacle Services LLC | Audit Supervisor | May 2012 - January 2015

- Provided expert advice and guidance to management on the specialized operations of Pinnacle Services, LLC, contributing to informed decision-making and operational excellence.
- Conducted comprehensive auditing services for HOVENSA, LLC, analyzing financial records, transactions, and operations to ensure compliance, accuracy, and identify areas for improvement.
- Led the auditing of timekeeping records for over 500 contractors using TruTrack and Proforma Reporting Software (CATS), ensuring precision and compliance with payroll processing standards.
- Prepared diverse payroll reports tailored to contractors and HOVENSA, LLC, supporting accurate billing processes and financial transparency.
- Compiled and generated varying workforce reports for HOVENSA, LLC's budgeting initiatives, providing critical insights into labor expenditures and contributing to informed financial planning.

Hovensa, LLC | Supervisor / Audit Systems Accountant II | January 2000 - December 2012**Supervisor, Audit Systems (2007 - 2012)**

- Led a team responsible for overseeing daily audit activities of contractors' timekeeping using TruTrack and Proforma Reporting Software (CATS), ensuring accurate reporting and adherence to labor statistics.
- Prepared and submitted a range of payroll reports to management for operational improvement and cost-saving analysis, contributing to informed decision-making.
- Managed the maintenance and control of authorized contractor headcount, facilitating effective budgeting and resource allocation.
- Provided assistance in legal inquiries pertaining to HOVENSA, LLC and Contractors' work attendance, ensuring timely and accurate responses.

Accountant II (2003 - 2007)

- Coordinated the procurement of all raw materials for the St. Croix refinery and managed sales orders for truck-rack customers.
- Calculated the purchase price of raw materials based on contractual agreements, contributing to accurate cost analysis.
- Oversaw maintenance of raw materials receipts blanket, register crude charge, and below the line costs schedules.
- Performed 10-day volume balance activities for raw materials and prepared fuels and loss reconciliation summaries.
- Generated crude oil payment forecasts using Systems, Applications, and Products (SAP), supporting financial planning efforts.
- Executed data entry of monthly information into Hyperion Financial Software, maintaining accurate financial records.

Accountant Clerk (2000 - 2003)

- Provided essential day-to-day secretarial support and performed clerical duties for the Operations Accounting department.
- Managed cash receipts, bank deposits, petty cash, lost badges, keys, and expense reports, ensuring meticulous attention to detail.
- Handled invoicing for local truck rack sales, ensuring accurate and timely billing processes.
- Conducted data input of deposits and contributed to month-end reconciliation using SAP.
- Managed WAPA Barge Sales operations, including invoicing, sales log, SAP input, and volume balance.
- Prepared various reports and schedules for financial statements, contributing to accurate financial reporting.

References Furnished Upon Request