



West Virginia Accountant/Auditor 3

SALARY	\$54,000.00 - \$63,000.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2600005
DEPARTMENT	DHS - Division of Emergency Management	OPENING DATE	09/23/2025
		LOCATION OF VACANCY	KANAWHA

Nature of Work

This job opportunity is not in the classified service and is not covered by the West Virginia Division of Personnel merit system.

Under general supervision, this position performs the financial administration of federal and state preparedness, disaster, and recovery grants for the Emergency Management Department. The role oversees the preparation of fiscal grant awards and reimbursement requests in OASIS, ensures the accuracy of accounting entries, reconciles expenditures, and monitors the drawdown of federal funds to guarantee timely payments. Responsibilities also include preparing required quarterly and final Federal Financial Reports (SF 425), generating financial and budgetary reports through OASIS Business Intelligence, maintaining detailed ledgers, and assisting with grant budgets and year-end closing requirements. The position provides training and oversight to Accounting Technicians, ensures compliance with state and federal accounting standards, and advises leadership on financial and budgetary matters. Candidates must possess strong knowledge of governmental accounting and auditing standards, proficiency with OASIS, Business Intelligence reporting, and Microsoft Office, as well as the ability to organize, analyze, and communicate effectively. A valid driver's license and successful completion of a criminal history and background check are required.

Position 0606PE0736
Posting EMD2600005
1 Vacancy
Kanawha County

Minimum Qualifications

Training: Bachelor's degree from an accredited college or university with at least 24 semester hours in accounting.

AND

Experience: Two (2) years of full-time or equivalent part-time paid experience in professional accounting, statutory accounting or auditing work.

OR

Substitutions: (1) Master's degree in accounting may substitute for the required experience. (2) Certification or registration as a Public Accountant in West Virginia may be substituted for the training and required experience.

Promotional Only: One (1) year of full-time or equivalent part-time paid experience in the Accountant/Auditor series.

Other Information

PG: 15 \$54,000 - \$63,000

Applications MUST be submitted directly to the contact(s) listed below by email or standard U.S. mail.

Mail applications to:

Melanie Thomas

1700 MacCorkle Ave. SE, 6th Floor

Charleston, WV 25314

Or email to: melanie.k.thomas@wv.gov

Please include posting number **EMD2600005** on application.

Please note: Applications of covered state employees submitted to the Division of Personnel are not forwarded to the Division of Emergency Management.

Employer

West Virginia

Address

1900 Kanawha Blvd. East

Building 3 Suite 500

Charleston, West Virginia, 25305

Phone

(304) 558-3950

Website

<http://personnel.wv.gov>