

ACCOUNTANT/AUDITOR II
EXEMPT POSITION VACANCIES 001

LOCATION: DEPT OF HOMELAND SECURITY
EMERGENCY MANAGEMENT DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: PERFORMS COMPLEX PROFESSIONAL ACCOUNTING, FINANCIAL MANAGEMENT, BUDGETING AND GRANTS MANAGEMENT WORK IN THE EMERGENCY MANAGEMENT DIVISION. DUTIES INVOLVE PROFESSIONAL ACCOUNTING AND FINANCIAL MANAGEMENT WORK IN THE AREAS OF GENERAL ACCOUNTING, FINANCIAL REPORTING, FINANCIAL ANALYSIS, BUDGET PREPARATION AND EXECUTION, GRANTS FINANCIAL MANAGEMENT, FINANCIAL TRANSACTION REVIEW AND APPROVAL AND THE MONITORING OF CASH BALANCES AND BUDGET BALANCES. THE WORK INVOLVES THE APPLICATION OF GENERALLY ACCEPTED ACCOUNTING PRINCIPLES IN THE MAINTENANCE OF ACCOUNTING JOURNALS, GENERAL LEDGERS, RECAPITULATION AND ANALYSIS OF FINANCIAL TRANSACTIONS, ACCOUNTS AND FINANCIAL REPORTS IN ORDER TO CONTROL AND ACCOUNT FOR FEDERAL AND STATE FUNDS. ENSURES COMPLIANCE WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES, OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS, AND ALL APPLICABLE FEDERAL AND STATE LAWS AND GUIDLEINES. ASSISTS EM FINANCIAL MANAGER IN THE DRAWDOWN OF FEDERAL FUNDS, FINANCIAL TRANSACTION REVIEW AND APPROVAL, MAINTAINING ACCOUNTING LEDGERS, AGENCY APPROPRIATION REQUEST AND EXPENDITURE SCHEDULE, AND DURING FEDERAL AND STATE AUDITS. TRAINS AND LEADS LOWER LEVEL ACCOUNTANTS AND ACCOUNTING TECHNICIAN EMPLOYEES. PERFORMS OTHER DUTIES AS ASSIGNED.
0606P00005

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: TWO YEARS OF FULL TIME OR EQUIVALENT PART TIME PAID BOOKKEEPING, ACCOUNTING OR RELATED EXPERIENCE.
SUBSTITUTION: SUCCESSFUL COMPLETION OF COLLEGE-LEVEL ACCOUNTING COURSES FROM AN ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED AT THE RATE OF THREE SEMESTER HOURS EQUALS SIX MONTHS EXPERIENCE;
OR
SUCCESSFUL COMPLETION OF RELATED BUSINESS SCHOOL OR VOCATIONAL TRAINING MAY BE SUBSTITUTED FOR THE EXPERIENCE THROUGH AN ESTABLISHED FORMULA.
PROMOTIONAL ONLY: SIX MONTHS EXPERIENCE AS AN ACCOUNTING TECHNICIAN I.

DATE: AUGUST 24, 2021
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SALARY: PAY GRADE 014 \$32,000.00 - \$57,000.00

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MELANIE THOMAS
WV EMERGENCY MANAGEMENT DIVISION
2403 FAIRLAWN AVENUE
DUNBAR, WV 25064