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EMD2100011
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ACCOUNTING TECHNICIAN 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 ACCOUNTING TECHNICIAN AND ADMINISTRATIVE SUPPORT WORK IN THE FINANCE AND ADMINISTRATION SECTION OF THE EMERGENCY MANAGEMENT DIVISION. DUTIES INCLUDE THE MAINTENANCE OF ACCOUNTS, LEDGERS, JOURNALS, FUNDS RECORDS AND RELATED FINANCIAL RECORDS; RECONCILIATION AND PREPARATION OF VARIOUS FINANCIAL STATEMENTS AND DOCUMENTS; PROCESSING PAYROLL DATA AND THE PREPARATION OF STANDARD FINANCIAL REPORTS. PERFORMS ADMINISTRATIVE SUPPORT WORK IN THE AREAS OF TIMEKEEPING, EMPLOYEE BENEFITS, TRAVEL REIMBURSEMENT AND PAYROLL. WORK REQUIRES THE USE OF PERSONAL COMPUTER AND RELATED BUSINESS OFFICE AUTOMATION SOFTWARE AND SPREADSHEETS IN PERFORMING DAILY ACTIVITIES. REQUIRES FAMILIARITY WITH THE STATE FINANCIAL MANAGEMENT SYSTEM (WVOASIS). PERFORMS OTHER DUTIES AS ASSIGNED.
0606PE0633

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.

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SALARY: PAY GRADE 006 \$27,000.00 - \$31,000.00

DEADLINE: JUNE 13, 2021

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

PLEASE INCLUDE POSTING NUMBER EMD2100011 ON APPLICATION