



West Virginia Accounting Technician 2

SALARY	\$30,000.00 - \$38,000.00 Annually Full-Time Permanent	LOCATION	Kanawha County, WV
JOB TYPE	DHS - Division of Emergency Management	JOB NUMBER	EMD2400001
DEPARTMENT	Management	OPENING DATE	07/13/2023
		LOCATION OF VACANCY	KANAWHA

Nature of Work

*****This is a Classified-Exempt Position *****

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 and the preparation of standard financial reports. Performs administrative support work in the areas of travel reimbursement, the preparation of adjusting accounting entries and providing needed documentation during audits. Will draw down federal grant funds from various programs and process grant reimbursement requests. Will prepare agency revenue deposits. 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). Perform other duties as assigned.

Position 0606PE0633
Posting EMD2400001
Kanawha County
1 Vacancy

Minimum Qualifications

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 regionally 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.

Email applications to Melanie Thomas at Melanie.K.Thomas@wv.gov or
Mail to Melanie Thomas at
WV Emergency Management Division
1700 MacCorkle Ave., SE, 6th Floor, Charleston, WV 25314

Please include posting number **EMD2400001** on application.

Please note: Applications of covered state employees mailed to DOP or completed via DOP's online method, are not forwarded.

Agency

West Virginia

Address

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, West Virginia, 25305

Phone

(304) 558-3950

Website

<http://www.personnel.wv.gov>