



WEST VIRGINIA

Division of Personnel
1900 Kanawha Blvd. East, Building 3 Suite 500
Charleston, WV 25305

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

**invites applications for the position of:
Accounting Technician 2**

An Equal Opportunity Employer

SALARY: \$30,000.00 - \$38,000.00 Annually
DHS - Division of Emergency Management

DEPARTMENT: 10/05/22

OPENING DATE: KANAWHA

VARIOUS LOCATIONS:

NATURE OF WORK:

***** 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.

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EXAMPLES OF WORK:

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.

OTHER INFORMATION:

Email applications to Melanie Thomas at Melanie.K.Thomas@wv.gov or
Mail to Melanie Thomas at
WV Emergency Management Division
2403 Fairlawn Avenue
Dunbar, WV 25064

Please include posting number **EMD2300010** on application.

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