

DATE: OCTOBER 27, 2017  
RS17070  
PAGE: 1

ACCOUNTANT/AUDITOR III  
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS  
DIVISION OF REHABILITATION SERVICES  
RANDOLPH SHEPHARD PROGRAM  
KANAWHA PUTNAM

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THIS INDIVIDUAL REPORTS DIRECTLY TO THE PROGRAM  
MANAGER, RANDOLPH SHEPPARD PROGRAM, AND IS  
RESPONSIBLE FOR OVERSIGHT AND FINANCIAL MONITORING  
OF THE DIVISION'S HIGHWAYS REST AREA VENDING  
PROGRAM; PREPARES COMPLEX FINANCIAL REPORTS TO  
MANAGEMENT WHICH INCLUDES COMPARISONS FOR COST OF  
GOODS AND PROFIT MARGINS; ACCUMULATES AND PROVIDES  
COMPARISONS OF METER READINGS OF ACTUAL SALES FROM  
CONTRACTORS REPORTS; REPORTS MONTHLY HIGHWAYS REST  
AREA VENDING PROGRAM INCOME AND EXPENSES; PROVIDES  
BUDGET DEPOSIT AMOUNTS TO FISCAL; ASSISTS WITH THE  
PREPARATION OF BIDS AND RFP'S FOR THE RANDOLPH  
SHEPPARD PROGRAM; MONITORS DELIVERABLES FOR SNACK  
AND DRINK VENDING OPERATIONS FOR 18 HIGHWAY REST  
AREAS AND WELCOME CENTERS; ASSISTS WITH CONTRACT  
NEGOTIATIONS FOR THE OPERATION OF HIGHWAY REST  
AREAS; MONITORS MONTHLY METER READINGS TO ASSURE  
PROPER CONTRACT OVERSIGHT AND COMPLIANCE;  
TROUBLESHOOTS PROBLEM AREAS WITH THE DEPARTMENT OF  
TRANSPORTATION AND THE SUB-CONTRACTORS SERVICING  
THE HIGHWAYS REST AREA VENDING PROGRAM; MONITORS  
MONTHLY METER READINGS TO ASSURE INCOME IS IN LINE  
WITH METER READINGS; PROVIDES ASSISTANCE WITH  
CONTRACT OVERSIGHT AND MANAGEMENT; TRAVELS AS  
NECESSARY TO COMPLETE ON-SITE INSPECTION OF ALL  
STATEWIDE REST AREA AND WELCOME CENTER LOCATIONS;  
TRAVELS TO LOCATIONS TO COMPLETE INVENTORY RECORDS  
FOR BLIND VENDORS LEAVING LOCATIONS; GLEANS  
INFORMATION FROM VENDOR FINANCIAL REPORTS AND  
HIGHWAYS REST AREA REPORTS NECESSARY FOR  
COMPLETION OF THE ANNUAL REPORTING ON THE COMPLEX  
FEDERAL RSA-15 REPORT; COMPLETES FINANCIAL  
REPORTING ON ALL OPEN LOCATIONS WHICH IS UTILIZED  
FOR RSA REPORTING AND FOR ANALYSIS WHEN PLACING  
LOCATIONS OUT FOR BID; PROVIDES ASSISTANCE WITH

DATE: OCTOBER 27, 2017  
RS17070  
PAGE: 2

LETTERS OF SANCTIONS TO LICENSED BLIND VENDORS;  
COMPLETES APPROPRIATE CORRESPONDENCE CONCERNING  
LACK OF REPORTING AND/OR PROBLEM FINANCIALS WITH  
THE LICENSED BLIND VENDORS AND CONTRACTORS;  
COMPLETES ANALYSIS OF COST OF GOODS ON FINANCIAL  
REPORTS; WORKS WITH STAFF AND BLIND VENDORS TO  
ASSESS THE REASON FOR OUT-OF-LINE COST OF GOODS  
ASSOCIATED WITH BLIND VENDORS SMALL BUSINESS  
OPERATIONS; COMPLETES ANNUAL TRAINING ON  
REPORTING REQUIREMENTS AT THE VENDOR ANNUAL  
TRAINING CONFERENCE; RECEIVE ALL DAILY CALLS FROM  
ACCOUNTANTS CONCERNING FINANCIAL QUESTIONS IN  
REGARDS TO VENDOR OPERATIONS; UTILIZES QUICK BOOKS  
TO SEND BILLINGS TO BLIND VENDORS FOR PETTY CASH  
AND INVENTORY PAYBACK. ASSISTS VENDORS WITH  
ASSURING SOUND ACCOUNTING PROCEDURES ARE FOLLOWED;  
WORKS WITH FISCAL TO REQUEST PAYMENT OF ALLOTMENTS  
TO BLIND VENDORS; MAINTAINS ACCOUNTING OF ALL  
PROFIT AND LOSS RECORDS FROM THE HIGHWAYS  
LOCATIONS; ASSURES VENDORS MAINTAIN ALL LICENSES  
FOR SMALL BUSINESS OPERATIONS; MONITORS VENDORS  
PAYMENTS OF TAXES; MAINTAINS PROGRAM BUDGET  
REPORTS FOR THE \$3.4 MILLION ANNUAL INCOME FROM  
OPEN LOCATIONS AND HIGHWAYS REST AREA LOCATIONS;  
PERFORMS OTHER RELATED JOB DUTIES AS ASSIGNED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED  
COLLEGE OR UNIVERSITY WITH AT LEAST 24 SEMESTER  
HOURS IN ACCOUNTING.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT  
PART-TIME PAID EXPERIENCE IN PROFESSIONAL  
ACCOUNTING OR AUDITING WORK.  
EXPERIENCE FOR THE AREA OF STATUTORY ACCOUNTING:  
TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME  
PAID EXPERIENCE IN STATUTORY ACCOUNTING.  
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 YEAR OF FULL-TIME OR  
EQUIVALENT PART-TIME PAID EXPERIENCE AS AN  
ACCOUNTANT/AUDITOR II. PREFERENCE MAY SHOWN TO

DATE: OCTOBER 27, 2017  
RS17070  
PAGE: 3

APPLICANTS WITH 24 OR MORE SEMESTER HOURS OF  
ACCOUNTING FROM AN ACCREDITED COLLEGE OR  
UNIVERSITY.

SALARY: PAY GRADE 014 \$29,400.00 - \$54,396.00

DEADLINE: NOVEMBER 05, 2017

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
MR. AARON JOHNSON  
REHAB SERVICES 107 CAPITOL STREET  
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17070 ON APPLICATION