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RS1913

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ACCOUNTING TECHNICIAN III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF COMMERCE
DIVISION OF REHABILITATION SERVICES
DDS CHARLESTON OFFICE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, THIS INCUMBENT WILL BE RESPONSIBLE FOR: AUDITING AND PROCESSING FINANCIAL DOCUMENTS FOR COMPLETENESS, ACCURACY, AUTHENTICITY, VALIDITY AND ASSURE COMPLIANCE WITH STATE LAWS, RULES AND REGULATIONS, AND FEDERAL REGULATIONS OUTLINED IN THE OMB CIRCULAR A-87 AND SOCIAL SECURITY ADMINISTRATION REGULATIONS; PERFORMING POSTINGS TO THE GENERAL LEDGER WHICH REQUIRES KNOWLEDGE OF DISABILITY TERMINOLOGY; IDENTIFIES ERRORS AND INITIATES CORRECTIVE ADJUSTMENTS; PERFORMS RECONCILIATIONS, SUCH AS DAILY BATCH REPORTS; RESEARCHES, ANALYZES AND RESOLVES ROUTINE PROBLEMS AND QUESTIONS THAT ARISE WITH VENDOR ACCOUNTS AND AGENCY INVOICES. MAINTAINS ACCOUNTING RECORDS TO ASSIST CHIEF FINANCIAL OFFICER IN PREPARING FINANCIAL REPORTS AND BUDGETS. MAINTAINS EFFECTIVE WORKING RELATIONSHIPS WITH CO-WORKERS, OTHER STATE AGENCIES, MEDICAL PROVIDERS AND CLAIMANTS TO OBTAIN INFORMATION, DISCUSS DOCUMENTS AND CHANGES IN POLICY. REGULAR ATTENDANCE IS AN ESSENTIAL PART OF THE POSITION. MUST BE DETAIL ORIENTED AND ABLE TO MEET STRICT TIME FRAMES. DUTIES MAY INCLUDE WORK WITH THE DDS VENDOR SYSTEM DATABASE. ADDING TO, REVISING AND MONITORING THE DATABASE; CONTACTING VENDORS AND DDS STAFF TO OBTAIN INFORMATION FOR THE VENDOR DATA BASE. THIS IS THE FULL PERFORMANCE LEVEL OF PARAPROFESSIONAL ACCOUNTING, WORKING WITH COMPLEX MEDICAL RECORDS. MAY TRAIN, PROVIDE TECHNICAL ASSISTANCE AND REVIEW WORK OF OTHER STAFF MEMBERS. PERFORMS RELATED WORK AS REQUIRED."AS A CONDITION OF EMPLOYMENT, AN INQUIRY INTO JOB RELATED INFORMATION WILL BE COMPLETED, WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, CRIMINAL CONVICTIONS AND ABUSE REGISTRY,

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DRIVING RECORD, EMPLOYMENT HISTORY, AND/OR EDUCATION AND TRAINING. THIS INFORMATION WILL BE SHARED WITH THE WEST VIRGINIA DIVISION OF PERSONNEL AND THE EMPLOYING AGENCY ON A NEED-TO-KNOW BASIS. FAILING TO COOPERATE WITH THIS PROCESS, PROVIDING FALSE OR INCOMPLETE INFORMATION, AND/OR DISCOVERY OF DISQUALIFYING INFORMATION MAY RESULT IN DENIAL OF, OR DISMISSAL FROM, EMPLOYMENT IRRESPECTIVE OF WHEN DISCOVERED."

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: THREE 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.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DEADLINE: OCTOBER 15, 2018

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MR. TERRY W. BLAIR
DIVISION OF REHABILITATION SERVICES
ADMINISTRATIVE OFFICE, 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS1913 ON APPLICATION