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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: CHARLESTON DDS IS RECRUITING FOR AN ACCOUNTING TECHNICIAN 3 IN THE CHARLESTON OFFICE. UNDER GENERAL SUPERVISION, THIS POSITION WILL BE RESPONSIBLE FOR AUDITING AND PROCESSING FINANCIAL DOCUMENTS FOR COMPLETENESS, ACCURACY, AUTHENTICITY AND VALIDITY. WILL ASSURE COMPLIANCE WITH STATE LAWS, RULES, REGULATIONS, AND FEDERAL REGULATIONS OUTLINED IN THE OMB CIRCULAR A-87 AND SOCIAL SECURITY ADMINISTRATION REGULATIONS. WILL POST ENTRIES TO THE GENERAL LEDGER WHICH REQUIRES KNOWLEDGE OF DISABILITY TERMINOLOGY, IDENTIFY ERRORS AND INITIATE CORRECTIVE ADJUSTMENTS. PERFORMS RECONCILIATIONS SUCH AS DAILY BATCH REPORTS AS WELL AS RESEARCHES, ANALYZES, AND RESOLVES ROUTINE PROBLEMS AND QUESTIONS THAT ARISE WITH VENDOR ACCOUNTS AND AGENCY INVOICES. MAINTAINS ACCOUNTING RECORDS TO ASSIST THE CHIEF FINANCIAL OFFICER IN PREPARING FINANCIAL REPORTS AND BUDGETS. MAINTAINS EFFECTIVE WORKING RELATIONSHIPS WITH COWORKERS, OTHER STATE AGENCIES, MEDICAL PROVIDERS, AND CLAIMANTS TO OBTAIN INFORMATION, DISCUSS DOCUMENTS AND ANY CHANGES IN POLICY. REGULAR ATTENDANCE IS AN ESSENTIAL PART OF THIS POSITION. MUST BE DETAIL ORIENTED AND ABLE MEET STRICT TIME FRAMES. OTHER DUTIES MAY INCLUDE WORKING WITH THE DDS VENDOR SYSTEM DATABASE, ADDING TO, REVISING, AND MONITORING THE DATABASE AS WELL AS CONTACTING VENDORS AND DDS STAFF TO OBTAIN INFORMATION FOR VENDOR DATABASE. THIS IS THE FULL-PERFORMANCE LEVEL OF PARAPROFESSIONAL ACCOUNTING AND WORKS WITH COMPLEX MEDICAL RECORDS. MAY TRAIN, PROVIDE TECHNICAL ASSISTANCE AND REVIEW WORK OF OTHER STAFF MEMBERS. PERFORMS RELATED WORK AS REQUIRED.
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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 \$21,699.96 - \$40,145.04

DEADLINE: JULY 19, 2020

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 RS2053 ON APPLICATION