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RS2070
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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 THE FOLLOWING: AUDITING AND PROCESSING FINANCIAL DOCUMENTS FOR COMPLETENESS, ACCURACY, AUTHENTICITY, VALIDITY AND ASSURE COMPLIANCE WITH STATE LAWS, RULES AND REGULATIONS, AND FEDERAL REGULATIONS OUTLINED IN OMB CIRCULAR A-87 AND SOCIAL SECURITY ADMINISTRATION REGULATIONS. PERFORMING POSTING 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 COWORKERS, OTHER STATE AGENCIES, MEDICAL PROVIDERS AND CLAIMANTS TO OBTAIN INFORMATION, DISCUSS DOCUMENTS AND CHANGES IN POLICY. REGULAR ATTENDANCE IS AN ESSENTIAL PART OF THIS POSITION. MUST BE DETAIL ORIENTED AND ABLE TO MEET STRICT TIME FRAMES. DUTIES MAY INCLUDE WORK WITH DDS VENDOR SYSTEM DATABASE; ADDING TO, REVISING AND MONITORING, AND CONTACTING VENDORS AND DDS STAFF TO OBTAIN INFORMATION FOR THE VENDOR DATABASE. THIS IS THE FULL-PERFORMANCE LEVEL OF THE PARAPROFESSIONAL ACCOUNTING, WORKING WITH COMPLEX MEDICAL RECORDS. MAY TRAIN, PROVIDE TECHNICAL ASSISTANCE AND REVIEW THE WORK OF OTHER STAFF MEMBERS. PERFORMS RELATED WORK AS REQUIRED.
*AS A CONDITION OF EMPLOYMENT, AN INQUIRY INTO JOB RELATED INFORMATION WIL BE COMPLETED, WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, CRIMINAL

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CONVICTIONS AND ABUSE REGISTRY, DRIVING RECORD, EMPLOYMENT HISTORY, AND/OR EDUCATION 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.*
PN 0932P00540

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: SEPTEMBER 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 RS2070 ON APPLICATION