

**ACCOUNTANT**  
**DHF24002**  
Kanawha County  
**\$44,850 - \$74,750**

**General Description:**

Under the direction of the Deputy Commissioner for Fiscal and Data for the Department of Health Facilities, this position will serve as the primary contact for vendors regarding invoices and payment. Assists vendors, healthcare facilities staff, and Office of Shared Administration staff in reconciling invoicing and payment issues to a satisfactory conclusion. Meets with the vendors at the commencement of new contracts and remains in contact with vendors throughout the term of the contracts. Prepares and reconciles reports as requested, including but not limited to facility statistical reports, contract staffing reports, facility and departmental benchmarking reports. Coordinates and submits required documentation for internal and external financial audits as requested. Assists with financial analysis, projection/forecasting, revenue enhancement, and cost control projects. Identifies and implements departmental quality and process improvement initiatives. Performs related duties as required.

**Selected candidate who agrees to work for a minimum of twelve (12) months may be eligible to receive a \$5,000 appointment incentive. This incentive does not apply to current employees of the State of West Virginia.**

**Distinguishing Characteristics**

These positions involve professional accounting and auditing work. Work is less complex than that performed by the Senior Accountant.

**Position Number:** 0512P00429

**Minimum Qualifications**

<b>Education:</b>	Bachelor's degree in Business Administration, Accounting, Finance, or related field from an accredited college or university.
<b>Substitution for Education:</b>	Certification or registration as a Public Accountant in West Virginia may substitute for the education and required experience.

**Benefits Include:**

- Paid vacation, holidays, and sick/family sick leave
- Health, dental, vision, retiree health, basic life, and supplemental life insurance
- Employee wellness programs
- Retirement
- Tuition reimbursement

**The West Virginia Department Of Health Facilities is an Equal Opportunity employer. This position announcement is established as of May 2nd, 2024, and will remain open until May 8th, 2024.** Submit a paper application or detailed resume and any correspondence concerning this vacancy to: [OHRMOSAClassComp@wv.gov](mailto:OHRMOSAClassComp@wv.gov). **Please put DHF24002 in the subject line of your email.**

**Note:** Due to recent legislation, positions filled for the Department of Health Facilities and Bureau for Social Services beginning January 1, 2024, are no longer covered by the West Virginia Division of Personnel. These positions are now covered under the Office of Shared Administration Comprehensive Human Resources System.