

BSSN112

0511P05627

Barbour/Taylor & Preston County

\$34,500 - \$57,500

General Description:

Under general supervision, performs complex accounting responsibilities related to client finances and worker expenditures. Must manage time-sensitive client finances related to foster children accounts, and billing assistance with clothing. Reviews accounts, ledgers, claims, invoices, purchase orders, receipts, or similar materials for completeness, accuracy, and compliance with laws and regulations. Prepares bank deposits and/or checks. Maintains and gathers data and prepares moderate to complex financial statements and reports from records maintained. Aid social service employees in reconciling their travel expenses and P-Card purchases. Must work closely with the State Auditor's office, State Fiduciary Office, Social Security Office, and state vendors.

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT: <https://dhhr.wv.gov/vip/Pages/default.aspx>

#DoHSJobs

Position Number: 0511P05627

Minimum Qualifications

Education:	High school diploma or the equivalent.
Experience:	Two (2) years of full time or equivalent part time clerical, bookkeeping, accounting or related experience.
Internal Applicants Only:	One (1) year of full-time or equivalent part-time experience as an Office Associate or Secretary may substitute for the required experience.

Substitution Information: Additional education and experience may be substituted based on a year-for-year basis or as determined by the Office of Shared Administration Equivalency Chart.

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 Human Services is an Equal Opportunity employer. This position announcement is established as of June 25th, 2024, and will remain open until July 2nd, 2024. Submit a paper application or detailed resume and any correspondence concerning this vacancy to:

OHRMOSAClassComp@wv.gov. Please put BSSN112 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.