

Accounting Specialist (Travel Coordinator)

BSSS039-A

Kanawha

\$34,500 - \$57,500

General Description:

This position under general supervision will perform administrative work to assist social service staff in managing travel arrangements, purchases, reconciling charges and any other financial assistance serving as a p-card holder and ghost account holder. They will also assist in maintaining vehicle reports, agency contracts for rentals and maintenance of vehicles. They may assist in developing office procedures for any services they are accountable for. This position will provide financial and administrative support to Social Service staff in a paraprofessional nature to relieve duties to increase productivity of the social service staff.

Responsibilities may include, but are not limited to:

- Manage travel on behalf of social service staff including arranging, booking flights, rental cars, and hotel stays and paying for the services.
- Gather necessary documents and reconcile p-card charges for all social service staff travel. Organize receipts, travel information, etc. Responsible for maintaining information for audit purposes.
- Prepare or assist staff travel reimbursement forms for per diem, personal vehicle travel, hotel stays, and any other employee p-card charges. Secure employee signature and submit for payment processing through the Oasis system. Follow up on processing to ensure timeliness of payments.
- Reconcile gas charges for multiple county pool vehicles.
- Management of pool vehicles including serving as point person for rental agency contracts. Upkeep and maintenance for vehicles. Schedule for regular service or as needed. Maintain current monthly vehicle records and required logs.
- Develop office procedure at the direction of the local manager for vehicle use.
- Evaluate procedure and make recommendations to managers.

Applicants must possess a valid WV driver's license, and reliable transportation. Applicants must also have strong communication skills, both oral and written, and maintain organization of complex data. Successful completion of a background check is required for employment.

Position Number(s): 0511P01041, 0511P01042

Minimum Qualifications:

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| 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 February 9, 2024, and will remain open until February 16, 2024.**

Submit a paper application or detailed resume and any correspondence concerning this vacancy to: OHRMOSAClassComp@wv.gov. Please put **BSS039-A** 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.