



West Virginia  
**Accountant/Auditor 4**

<b>SALARY</b>	\$3,613.08 - \$6,315.75 Monthly \$43,357.00 - \$75,789.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	BMS2500019
<b>DEPARTMENT</b>	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	<b>OPENING DATE</b>	03/08/2025
<b>CLOSING DATE</b>	3/17/2025 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

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### Nature of Work

BMS2500019  
Kanawha County

**Department of Human Services (DOHS)/ Bureau for Medical Services (BMS)/ Kanawha Co** - Under limited supervision of the Bureau for Medical Services, performs expert level accounting, auditing, and reporting functions specific to the Bureau's Office of Program Integrity's Financial Audit Program. This position is the liaison with the WV state staff during non-Bureau State audits of the Bureau for Medical Services Medicaid program integrity and manages the creation and implementation of any necessary corrective action plan and assists federal, state, and local law enforcement agencies conducting

specialized fraud investigations by referring suspected fraud to the Office of the WV Attorney General Medicaid Fraud Control Unit and conducts unannounced on-site audits of provider records and facilities. Conducts audits of Medicaid services and processes, provider fraud, special compliance reviews with internal control evaluations and recommendations, and investigates sensitive agency and vendor activities which include, but are not limited to, high value/complexity audits of claim, encounter, capitation, revenue code, and administrative payments made by the Bureau. Analyzes complex administrative and technical issues to prevent fraud, waste, and abuse to the Bureau by applying forensic accounting principles and formulates suggested improvements to resolve problems; evaluates and approves selection of information to be included in findings reports and provider letters. Writes comprehensive review programs, audits claim payments and related financial records, develops sampling and other techniques of evaluation, prepares reports of auditors' findings, recommendations, and conclusions; assists in explaining findings and recommendations to agency leadership and partners; develops, implements, and maintains audit schedules. Performs highly specialized and complex analysis, auditing, and reporting functions, requiring extensive experience with the Bureau's programs, policies, data, and related State and Federal regulations ensuring compliance with reporting rules and deadlines. Reports development and use of independent judgement in interpretation of pertinent policies, rules, and regulations. Acts as agency contact to maintain, track, and manage requests from external auditors. Evaluates operational procedures to recommend improvements to achieve maximum efficiency and effectiveness. Performs other related work as required.

Position Number: 0511P03758

Job Location: Kanawha County

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**Appointment Incentive:** *Selected candidates who agree to work for a minimum of twelve (12) months may be eligible to receive a \$5000 appointment incentive. This appointment incentive will only apply to new hires, transfers from agencies other than: Department of Health, Department of Health Facilities, and Department of Human Services; and rehires if the employee had a break in state service consisting of a minimum of 120 calendar days.*

## Minimum Qualifications

**Training:** Bachelor's degree from an accredited college or university with at least 24 semester hours in accounting.

**AND**

**Experience:** Four (4) years of full-time or equivalent part-time paid experience in professional accounting, statutory accounting, auditing work, forensic accounting, public accounting, investigative and/or forensic auditing, certified fraud examining, or other directly related accounting.

**OR**

**Substitutions:** (1) Master's degree in accounting may substitute for two (2) years of the required experience. (2) Certification or registration as a Public Accountant in West Virginia may be substituted for the training and two (2) years of the required experience.

Preference will be given to applicants holding a Certified Fraud Examiner (CFE), Certified Forensic Accountant (CFA), Certified Valuation Analyst (CVA), or applicants who have completed a graduate certificate program in forensic accounting and fraud investigation.

**Promotional Only:** Three (3) years of full-time or equivalent part-time paid experience in the Accountant/Auditor series.

## Other Information

**Substitution:** An additional one (1) year of experience in accounting, auditing, bookkeeping, and/or finance may substitute for the required accounting semester hours at the rate of one (1) year of experience for every thirty semester hours.

PG: 16 \$43,357 - \$75,789

Market Rate: \$67,395

**This job posting is ONLY for current and former eligible state employees to apply.** If you are NOT a current or former state employee, please visit our website, <https://personnel.wv.gov/Pages/default.aspx>, to view and apply online for job titles opened to receive applications from the public.

Do you qualify to apply internally? Please copy and paste this link into your browser, [https://personnel.wv.gov/job\\_seekers/Pages/vacancies.aspx](https://personnel.wv.gov/job_seekers/Pages/vacancies.aspx), view the guidelines to confirm your eligibility. You will also find links to the fillable PDF internal application (for use by internal applicants ONLY), instructions on printing your online account application (if you have one, it is not needed), and the internal job posting page.

Internal applications MUST be submitted directly to the contact person listed below by email or standard U.S. mail.

Email applications to [Bunny.L.Harper@wv.gov](mailto:Bunny.L.Harper@wv.gov)

Mail to: Bunny L Harper at 350 Capitol St, Rook 251, Charleston, WV 25301

Please include posting number BMS2500019 on the application.

Please note: Applications of covered state employees mailed to DOP or completed via DOP's on-line method are not forwarded to BMS.

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**Employer**

West Virginia

**Address**

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, West Virginia, 25305

**Phone**

(304) 558-3950

**Website**

<http://www.personnel.wv.gov>