

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085**

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML160912**

OPENING DATE: September 28, 2016

CLOSING DATE: October 12, 2016

LOCATION: West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311

JOB TITLE: Staff Accountant/Auditor

PAYROLL TITLE: MA Administrative/Operations Specialist

SALARY RANGE: \$40,188 - \$60,024

How to Apply: Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Application for Employment and resume** to 1703 Coonskin Drive, Charleston, WV 25311-1085 within the above vacancy announcement dates.

Applications for Employment may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-5000.

NATURE AND SCOPE OF WORK

This is full-performance or advanced level professional governmental accounting in one or more functional areas to include general accounting, internal auditing, grant monitoring, budgeting/administration, financial analysis, financial reporting and statutory accounting. Work involves the application of professional governmental accounting principles and techniques in the analysis of complex financial transactions and the preparation of documentation, financial statements and reports to control and account for state and federal funds. Employee may be responsible for analyzing financial transactions, preparing reports on expenditures, budget estimates, writing and reviewing audit programs, and analyzing complex accounting transactions for compliance with general accepted accounting principles, guidelines and procedures. May prepare complex financial forecasts and reports. Performs other duties as assigned.

EXAMPLES OF WORK

Posts accounting data to general ledger accounts from accounting records and documents; takes trial balances and prepares financial reports.

Maintains expenditure and budgetary control accounts and prepares reports showing status of accounts; maintains inventory control systems for cost accounting purposes; maintains records of operational costs and distribution of direct and indirect costs to proper accounts.

Analyzes accounting records and reports and prepares management reports in required format.

Performs accounting operations for multiple, complex funds or accounts or for a variety of programs or funds.

Assists in the installation and modification of accounting procedures and systems.

Writes audit and/or comprehensive review programs, tests accounting records and related reconciliations, develops sampling and other techniques of evaluation, prepares reports of auditor's findings, recommendations and conclusions; assists in explaining findings and recommendations to agency officials.

Analyzes complex administrative and technical problems and formulates suggested improvements or solutions; evaluates and approves selection of information to be included in reports of examination.

Evaluates efficiency and effectiveness of various programs; analyzes financial records for completeness and accuracy to determine compliance with state and federal laws and with national accounting and auditing standards.

Maintains knowledge of current trends and developments in the accounting field.

May supervise and review the work of accounting support and other office support.

May train lower-level accountants/auditors to prepare financial documents such as journals, vouchers, financial schedules and reports and in the implementation of departmental accounting and financial procedures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of generally accepted professional accounting and auditing principles and practices; of the principles, practices, methods and techniques of governmental accounting and auditing; of applicable databases and automated accounting systems and applications.

Skill in the use of a personal computer especially in the area of accounting spreadsheet applications and in the use of a calculator.

Ability to prepare accurate accounting entries and adjustments and perform mathematical computations accurately and quickly; ability to analyze and interpret accounting records; to assemble, analyze, and prepare reports and statements of financial data; to communicate effectively, both orally and in writing; to use sound technical judgment in determining accuracy and completeness of financial information; to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS

TRAINING: Bachelor's degree from an accredited four-year college or university in business administration with a concentration in accounting.

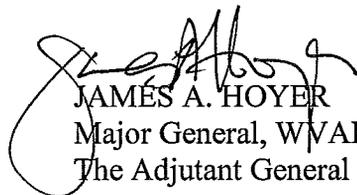
EXPERIENCE: Four years of full-time or equivalent part-time paid experience in professional accounting or auditing. Preference may be shown to applicants with experience in governmental accounting.

SUBSTITUTION: Master's degree from accredited four-year college or university may substitute for two years of the required experience.

SPECIAL REQUIREMENTS

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1. POSITION IS CONTINGENT UPON CONTINUED RECEIPT OF DEPARTMENT OF DEFENSE FUNDING.
2. THESE POSITIONS FALL UNDER THE WEST VIRGINIA PUBLIC EMPLOYEES RETIREMENT SYSTEM.
3. CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.
4. STATE POSITIONS ANNOUNCED BY THE ADJUTANT GENERAL ARE **AT-WILL EMPLOYMENT POSITIONS**. THE TERM AT-WILL EMPLOYMENT MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.
5. MUST BE ABLE TO OBTAIN AND MAINTAIN A SECRET SECURITY CLEARANCE.


JAMES A. HOYER
Major General, WVARNG
The Adjutant General