

DATE: SEPTEMBER 10, 2010
INS100043
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ACCOUNTING TECHNICIAN I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
FINANCIAL ACCOUNTING
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION PERFORMS ENTRY LEVEL
WVFIMS WORK INCLUDING CODING AND PROCESSING
DEPOSITS, TRANSFERS, REFUNDS, ACCOUNTS PAYABLE,
AND OTHER DISBURSEMENTS; PERFORMS RECONCILEMENTS
USING EXCEL SPREADSHEETS; ASSISTS WITH UNINSURED
INVOICE BILLINGS; PREPARES WVFIMS DOCUMENTS FROM
ALL AREAS FOR IMAGING AND STORING; PREPARES
REPORTS AND SUMMARIES OF FINDINGS FOR VARIOUS
PROJECTS; ANY OTHER DUTY FOR THE UNIT AS ASSIGNED
BY THE DIRECTOR OF FINANCIAL ACCOUNTING.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR
HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: ONE YEAR OF FULL TIME OR EQUIVALENT
PART TIME PAID CLERICAL EXPERIENCE.
SUBSTITUTION: COLLEGE HOURS, RELATED BUSINESS
SCHOOL, OR VOCATIONAL TRAINING MAY BE SUBSTITUTED
THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED
EXPERIENCE.

SALARY: PAY GRADE 005 \$18,552.00 - \$34,332.00

DEADLINE: SEPTEMBER 19, 2010

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CAMMIE WHEELER
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS100043 ON APPLICATION