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ADMINISTRATIVE SERVICES MANAGER III  
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: SPECIAL QUALIFICATIONS DESIRE: CERTIFIED PUBLIC ACCOUNTANT REQUIRED  
JOB DUTIES: SERVE AS BACK-UP FOR DIRECTOR OF FINANCIAL ACCOUNTING: WILL ACT AS UNIT DIRECTOR IN DIRECTOR'S ABSENCE. TIMELY REVIEW OF MONTHLY FINANCIAL STATEMENTS IN ACCORDANCE WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). FINANCIAL ANALYSIS AND MONITORING OF ALL OIC FUNDS. FINANCIAL ANALYSIS AND MONITORING OF AGENCY INVESTMENTS WITH THE WV INVESTMENT MANAGEMENT BOARD. MAINTAIN CURRENT KNOWLEDGE OF GASB PRONOUNCEMENTS, APPLICABLE FASB PRONOUNCEMENTS AND RELATED ACCOUNTING STANDARDS. MAINTAIN WORKING KNOWLEDGE OF APPLICABLE SAS (STATEMENTS ON AUDITING STANDARDS). SERVES AS PRIMARY AUDIT COORDINATOR AND OVERSEES FINANCIAL STATEMENT PREPARATION PERFORMED BY FRS III POSITIONS. REVIEW OF ANNUAL GAAP BASED FINANCIAL STATEMENTS FOR INDEPENDENT AUDIT AND PROVIDE ASSISTANCE TO THE EXTERNAL CPA FIRM ENGAGED TO PERFORM THE AUDIT. OVERSEES & REVIEWS THE WORK PRODUCT OF AGENCY ACTUARIAL ANALYST AND COMMUNICATES WITH THE CONSULTING ACTUARIAL FIRM REGARDING RESERVE CALCULATIONS FOR AGENCY FUNDS AND SELF-INSURED EMPLOYERS. PREPARE & ANALYZE BUSINESS INTELLIGENCE REPORTS THROUGH WVOASIS AS REQUESTED BY MANAGEMENT.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH A DEGREE IN THE AREA OF ASSIGNMENT.  
SUBSTITUTIONS: (1) EXPERIENCE AS DESCRIBED BELOW MAY SUBSTITUTE FOR THE TRAINING REQUIREMENT ON A YEAR-FOR-YEAR BASIS. (2) FOR POSITIONS IN THE ACCOUNTING, AUDITING AREA OF ASSIGNMENT,

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CERTIFICATION OR REGISTRATION AS A PUBLIC ACCOUNTANT IN WEST VIRGINIA MAY BE SUBSTITUTED FOR THE TRAINING AND TWO YEARS OF THE REQUIRED EXPERIENCE.

EXPERIENCE: SIX YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID ADMINISTRATIVE OR SUPERVISORY EXPERIENCE IN THE AREA OF ASSIGNMENT.

SPECIAL REQUIREMENTS: A VALID WEST VIRGINIA DRIVER'S LICENSE MAY BE REQUIRED.

SALARY: PAY GRADE 020 \$41,736.00 - \$77,220.00

DEADLINE: MAY 19, 2015

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
KATHRYN MULLINS  
INSURANCE COMMISSION  
1124 SMITH STREET  
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS150025 ON APPLICATION