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INS150048  
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FINANCIAL REPORTING SPECIALIST II  
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: PERFORM FINANCIAL ACCOUNTING WORK ON A PROFESSIONAL BASIS IN ACCORDANCE WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) WHILE UTILIZING WVOASIS BUSINESS INTELLIGENCE REPORTS. TIMELY PREPARATION OF FINANCIAL STATEMENTS IN ACCORDANCE WITH GAAP ON A MONTHLY AND ANNUAL BASIS AND PROVIDE ASSISTANCE TO THE EXTERNAL CONTRACTED CPA FIRMS PERFORMING THE AGENCY AUDIT. PREPARE CLOSING BOOK INFORMATION AND ASSIST WITH THE PREPARATION OF FOOTNOTES AND REQUIRED SUPPLEMENTARY INFORMATION FOR THE ANNUAL AUDIT. REVIEW AND ANALYSIS OF THE AGENCY BUDGET INCLUDING APPROPRIATION REQUESTS, EXPENDITURE SCHEDULES, NARRATIVES, AND OTHER RELATED BUDGET DOCUMENTATION PREPARATION AND ANALYSIS OF BUSINESS INTELLIGENCE REPORTS THROUGH WVOASIS AS REQUESTED BY MANAGEMENT. COMMUNICATION WITH AGENCY DIRECTORS AND EXECUTIVE STAFF TO PLAN AGENCY EXPENDITURES AND ASSIST THEM WITH ATTAINING BUDGET GOALS. ASSIST WITH PROCESSING OF PAYROLL THROUGH WVOASIS AS DEEMED NECESSARY. PREPARE A VARIETY OF PROFESSIONAL ACCOUNTING REPORTS THAT RELATE TO PROCEDURES, FINANCIAL POSITIONS, BUDGETS, AND OPERATIONAL RESULTS. ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH AGENCY PERSONNEL, INTRAGOVERNMENTAL PERSONEL, AND THE PUBLIC SECTOR. OTHER DUTIES AS ASSIGNED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH AT LEAST 24 HOURS IN ACCOUNTING. PREFERENCE MAY BE GIVEN TO APPLICANTS WITH CPA CERTIFICATION, A MASTER OF PUBLIC ACCOUNTANCY OR MASTER OF BUSINESS ADMINISTRATION.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT

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PART-TIME PAID EXPERIENCE IN PREPARING AND REVIEWING GAAP BASED AUDITED FINANCIAL STATEMENTS OR MAINTAINING ACCOUNTING SYSTEMS WHICH SUPPORT THE PREPARATION OF GAAP BASED AUDITED FINANCIAL STATEMENTS WHICH INCLUDED SUBSTANTIAL EXPERIENCE WITH APPLICABLE PC SOFTWARE.

SUBSTITUTION: SUCCESSFUL COMPLETION OF GRADUATE STUDY IN THE ABOVE AREAS MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS. A CPA CERTIFICATION SHALL BE CONSIDERED EQUIVALENT TO THREE YEARS OF EQUIVALENT EXPERIENCE.

FOR REALLOCATION OR PROMOTIONAL PURPOSES ONLY:  
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS A FINANCIAL REPORTING SPECIALIST 1.

SALARY: PAY GRADE 017 \$35,028.00 - \$64,812.00

DEADLINE: MAY 15, 2015

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

PLEASE INCLUDE POSTING NUMBER INS150048 ON APPLICATION