



## West Virginia Department of Agriculture

1900 Kanawha Blvd. E., Charleston, WV 25305  
304-558-3550

**Walt Helmick**  
Commissioner

### VACANCY ANNOUNCEMENT

**Title:** Accountant/Auditor  
**Salary:** Commensurate with Qualifications  
**Headquarters:** Guthrie Agricultural Center  
**Send WVDA  
Application  
& Resume to:** Anne Oravec, Executive Assistant  
West Virginia Department of Agriculture  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0170  
Phone: 304-558-2221  
E-mail: aoravec@wvda.us  
**Closing Date:** Until Filled

**Nature of Work:** Under general supervision, performs professional accounting work at the fully-proficient level, providing a wide variety of complex financial compliance, reporting and development services. Prepares various levels of expense, revenue, and reconciliation reports. Performs specialized work related to financial issues such as legal/technical research, analyses and preparation of recommendations for compliance evaluations, policy development, and process improvements. Plans and leads projects related to financial compliance and reporting issues in areas of assignment. Handles sensitive accounting/auditing matters. Performs related work as required. Some travel may be required.

**Distinguishing Characteristics:** Work at this level is professional planning, development, coordination, oversight, and implementation of project assignments. This position requires complex accounting and financial information system knowledge and application. Responsible for ensuring that the channel of communication is always open, continuous and current to discuss issues identified, develop alternative solutions, and effectively implement management decisions.

**Examples of Work:**

- Reviews financial processes to identify compliance issues.

- Prepares various financial management assessments and reports related to policies, procedures and process improvements.
- Develops comprehensive review programs, prepares responses to review findings, recommendations, and conclusions; assists in explaining findings and recommendations to internal and/or external agency officials, recommends solutions.
- Reviews various federal grant documents and related management/accounting/procedural documentation to determine the interrelationship with state policies and procedural requirements, develops recommendations for appropriate treatment.
- Evaluates efficiency and effectiveness of various programs/functions; analyzes financial records for completeness and accuracy to determine compliance with state and federal laws as well as with accounting and auditing standards.
- Consults with Division management on accounting procedures and problem resolution.
- Maintains knowledge of current trends and developments in the field.
- May perform data entry of varying levels of complexity and/or sensitivity.
- May lead project work teams.
- May design/develop materials to train others in processes, procedures, and compliance issues.
- Other duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of governmental accounting and auditing principles, practices and methods.
- Knowledge of the principles, practices and rules for federal grants management.
- Knowledge of state government operations.
- Ability to work and lead in a team environment.
- Ability to analyze and interpret accounting records.
- Ability to develop and prepare financial schedules and work papers.
- Ability to use sound technical judgment in determining the accuracy and completeness of financial information obtained.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Skill in the use of computerized financial systems and software.
- Skill in the use of a calculator.

**Minimum Qualifications:**

**Training:** Graduation from an accredited four-year college or university with a major in accounting, business or public administration, economics, finance, business management or related areas. Additional education, training, or certifications a plus.

**Experience:** Three years of full-time or equivalent part-time paid experience as a professional accountant/auditor of a progressively complex nature and increasing level of responsibility. Experience in government accounting preferred. CPA license preferred.

**Substitution:** Master's degree in accounting, business or public administration, economics, finance, business management, or a closely related field, from an accredited college or university, may be substituted for one year of required experience.