



**West Virginia Department of Agriculture**  
1900 Kanawha Blvd. E., Charleston, WV 25305  
304-558-3550

**Walt Helmick**  
Commissioner

## VACANCY ANNOUNCEMENT

**Title:** Accounting Technician  
**Salary Range:** Commensurate with Experience  
**Headquarters:** Fairplain, WV  
**Send Application  
& Resume To:** Anne Oravec, Executive Assistant  
Administrative Services Division  
West Virginia Department of Agriculture  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0170  
Phone: 304-558-2221  
Fax: 304-558-2222  
E-mail: aoravec@wvda.us  
**Closing Date:** Until Filled

**Nature of Work:** Acquires and develops the ability to perform accounting support duties. Job assignments are designed to develop progressively complex experience with basic accounting practices and procedures related to payables and receivables. Performs data entry; account reconciliations; prepares statements; document imaging and management; other related work as required.

### **Distinguishing Characteristics**

This position requires the ability to develop and apply specific knowledge, skills and abilities to function as a proficient Accounting Technician. As technical proficiency is acquired, incumbent may be assigned more complex support duties with diminished oversight and direction. Work is performed under general supervision.

## **Examples of Work**

- Performs posting and adjusting entries. Identifies and corrects posting errors.
- Classifies and codes invoices for payment according to a chart of accounts.
- Performs calculations to determine interest, discounts, deductions, etc.
- Maintains all program accounting records and prepares basic informational reports.
- Prepares invoices, issues statements and conducts follow up to ensure timely collection of receivables.
- Prepares bank deposits and monthly reconciliations.
- Responsible for program procurements including those for the food Processing Agreements and preparing the related quarterly reports for USDA.
- Audits food loss reports and resolves discrepancies.
- Organizes, develops agenda and oversees the School Food Service Directors' Advisory Committee meetings.
- Assists with oversight of National School Lunch Program (NSLP) compliance with state and federal regulations, policies and standards.
- Assists with monitoring program budget and entitlements.
- Enters schools orders for USDA foods in USDA's online ordering system (WBSCM)
- Attends program related trainings/conferences.
- Performs data entry; document imaging and management.
- Other duties as assigned.

## **Knowledge, Skills and Abilities**

- Knowledge of basic mathematical computations.
- Knowledge of the operation of office equipment such as a copier, fax machine, calculator and personal computer.
- Ability to maintain detailed, accurate records according to a prescribed format.
- Ability to perform data entry with speed and accuracy.
- Ability to retrieve, analyze and utilize information from multiple sources.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with others.

## **Minimum Qualifications**

### **Training:**

Graduation from an accredited four-year college or university preferred.

### **Experience:**

Four years of full time or equivalent part time paid administrative/clerical experience in related duties.

### **Substitution:**

College hours, related business school, or vocational training in combination with relevant experience may be substituted for the required training.

**Additional Requirements:**

Dependable, insured transportation required.

Physical ability to lift and maneuver 20 lbs.

Pre-employment background and drug and alcohol testing.

Valid West Virginia driver's license and insurance required.

Must maintain positive image of the Commissioner of Agriculture, the Department of Agriculture, and the State of West Virginia.