

Role Code: 19031
Role Title: Financial Services Specialist I
Working Title: Accounting & Procurement Specialist
Agency: 00157 Compensation Board
Loc: 760 Richmond (City)
SOC: 13-2000
Position: 00039

Band: 4
Open To: General Public
Hiring Range: \$31,352 to \$42,350
Application: State Form 10-12 Required

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Application Closing Date: October 20, 2008

The Compensation Board is seeking an experienced individual to primarily perform accounting and procurement functions. Responsibilities include: Serving as the agency's Purchasing Officer (purchasing of all goods and services utilizing eVA (Commonwealth's electronic procurement system) & SWaM (Small, Women & Minority owned) vendors); Processing accounts payables and receivables (keys transactions into CARS (Commonwealth Accounting & Reporting System) in an accurate and timely manner); Performing weekly & monthly reconciliations; Maintenance of fixed assets, leases, vendor tables and CARS/Accounting Reports; Performing general office duties; and, Providing administrative support to the Fiscal Officer and Management Team as needed. Incumbent must demonstrate a positive customer service attitude in the performance of all duties and a cooperative teamwork approach in all staff interaction.

Qualifications: Working knowledge of procurement, bookkeeping and/or general accounting procedures and principles. Knowledge of PC-based accounting/spreadsheet and database software (i.e., Excel, Word and Access). Demonstrated ability to organize and plan daily activities and multi-tasks. Demonstrated ability to use personal computer, input data, and type correspondence. Ability to perform detailed work with numeric data and to make arithmetical calculations rapidly and accurately required. Ability to communicate effectively, both orally and in writing required. Experience in dealing with multiple priorities and meeting frequent deadlines. High school diploma or GED required. A Virginia State Police criminal records check will be conducted upon employment.

Preferred Qualifications: Associate or Bachelors degree in accounting, business or related field preferred. Experience with CARS and eVA preferred.

An Equal Opportunity Employer