

Role Code: 19013
Role Title: Administrative and Office Specialist III
Working Title: Senior Fiscal Technician
Agency: 00157 Compensation Board
Loc: 760 Richmond (City)
SOC: 23413
Position: 00011

Band: 3
Open To: General Public
Hiring Range: \$27,000 to \$40,000
Application: State Form 10-12 Required

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Application Closing Date: October 25, 2007

The Compensation Board is seeking an experienced individual to work in the Customer Service section that will serve as the primary contact between the Compensation Board and assigned constituency groups and their employees. Incumbent must be able to provide assistance via telephone and process monthly payroll and expense reimbursements through COIN (Constitutional Officer Information Network); submit invoices and transmit for payment to Constituents via CARS (Commonwealth Accounting Reporting System). Incumbent will be responsible for ensuring personnel changes for constituents are within Compensation Board policy; providing written analysis to the Executive Secretary and the Board on budget amendments requested by constituents and preparing the related monthly docket. Incumbent will assist constituents in completion of annual budget requests and provide instruction in the use of COIN. Makes presentations on job related topics at designated conferences. Incumbent must demonstrate a positive customer service attitude in the performance of all duties; and a cooperative teamwork approach in all staff interaction.

Qualifications:

Accounting experience preferred. Ability to perform detailed work with numeric data, to make arithmetical calculations rapidly and accurately required. Working experience preparing financial reports and statements utilizing Excel and Word software applications is required. Working experience preparing financial reports, statements and presentation utilizing automated systems, Access and PowerPoint is preferred. Ability to communicate effectively, both orally and in writing required. Experience in dealing with multiple priorities and frequent deadlines is preferred. Experience with customer service required. An Associate or Bachelors degree in business or accounting preferred. High school diploma or GED required. Some overnight travel required. Valid Virginia motor vehicle operator's license required. A Virginia State Police criminal records check will be conducted upon employment.

An Equal Opportunity Employer