

**Administrative Office of
The Supreme Court of Appeals of West Virginia
Position Announcement**

**ADMINISTRATIVE OFFICE - KANAWHA COUNTY
EMPLOYMENT OPPORTUNITY
Position open until filled**

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for an *Accounts Payable Specialist* in Charleston, West Virginia. This position directly reports to the Accounting Manager.

Accounts Payable Specialist

Position Purpose: Under general supervision, this position performs full-performance accounting support duties. The incumbent is responsible for performing routine and/or moderately complex posting, encumbering of funds, and examining records to assure adherence to accounting/auditing laws and regulations. Performs related work as required.

Minimum Qualifications:

- **TRAINING:** Graduation from a standard four-year high school or the equivalent.
- **EXPERIENCE:** Three years of full time or equivalent part time paid bookkeeping, accounting or related experience. Prior wvOASIS experience preferred.

Primary Duties and Responsibilities include:

- Provides guidance to employees regarding travel guidelines.
- Reviews employee travel expense reports for compliance with travel guidelines.
- Processes employee travel expense reports for payment.
- Reviews accounts, ledgers, claims, invoices, purchase orders, receipts, or similar materials for completeness, accuracy, and compliance with laws and regulations.

Skills and Knowledge:

- Knowledge of basic accounting/auditing laws and regulations.
- Knowledge of basic mathematical computations.
- Knowledge of an automated computer accounting system.
- Skill in the use of office equipment such as a copier, fax machine, and personal computer.
- Ability to detect and correct errors in arithmetic or to refer to proper source for correction.
- Ability to gather and compile data for use in financial reports.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with others.

Working Conditions (Physical/Mental Demands, and Environmental Factors):

- Extended time spent on computer requiring prolonged sitting during work hours.
- Professional office environment.
- Minimal travel.

Criminal Background Check: Successful candidates must submit to criminal background check.

Compensation and Benefits include:

- Competitive salary based on experience and qualifications,
- Medical Insurance,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical),
- Life insurance,
- Defined benefit pension plan,
- Section 457 deferred compensation plan, 12 paid holidays, and
- Annual and sick leave.

West Virginia Courts

West Virginia has a Unified Court System, under which all state courts, including Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia's Courts can be found on our website at www.courtswv.gov.

Equal Opportunity in Employment

It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

Application Process

To apply for this position, please direct the completed Court Employment Application (available on Court website), along with a letter of interest highlighting applicable experience, and a resume, including references to:

Sue.Troy@courtswv.gov

Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.