



## West Virginia Accountant/Auditor 4

<b>SALARY</b>	\$3,613.08 - \$6,315.75 Monthly \$43,357.00 - \$75,789.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	DEP2500266
<b>DEPARTMENT</b>	Environment - Environmental Protection	<b>OPENING DATE</b>	06/24/2025
<b>CLOSING DATE</b>	7/8/2025 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

### Nature of Work

#### DEP2500266 Accountant/Auditor 4

West Virginia Department of Environmental Protection

Business Operations Office

Fiscal Services; Budget/Grants/Payroll

Office Location: 601 57th Street, Southeast, Charleston, WV 25304

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We welcome you to join our team where we value work/life balance and diversity. We offer a great benefits package that includes 12 paid holidays, insurance and flexible benefits, ample annual and sick leave accrual, flexible work schedules, an Employee Assistance Program, Wellness Initiatives, an optional 457 defined contribution retirement savings plan and more.

[Click here for more information on benefits](#)

If you want to be a part of this innovative team, apply today.

Employee will be assigned to the Business Operations Office, Fiscal Services and will perform expert level accounting, auditing and reporting duties under limited supervision.

Duties include:

- Lead accountant/auditor of the budget section, training, guiding and approving work of accounting staff.
- Preparing agency federal drawdowns and serve as point of contact for federal agencies.
- Preparation of the department's expenditure schedule and appropriation request for assigned division and to assist with other division budgets.
- Evaluate efficiency and effectiveness of assigned division, analyzing financial records for completeness and accuracy to determine compliance with state and federal laws. Prepares correcting documents as necessary.
- Serve as backup for the daily investment of the department's interest-bearing funds.
- Conduct desk reviews of independent audits of various sub-grantees, compile data for cost sharing departmental reports.
- Use WVOASIS accounting system and crystal reports software for financial analysis and projections.
- Employee will perform other duties as required and/or assigned.

Employee Expectations:

- Comprehensive knowledge of state government as well as all accounting principles, state and federal regulations, and knowledge of programs operated by the department and affiliated boards.
- Knowledge of principles, practices, methods and techniques of governmental accounting and auditing; ability to use Microsoft excel is required; ability to use the state's WVOASIS accounting software is required.

Notes:

- Regular attendance is an essential part of this position.
- Qualifying applicants will be required to complete an internet-based profile assessment to compare the applicant's thinking and reasoning skills, behavioral traits and the occupational interests against the traits determined to be important to the posted position.
- All new employees that are involved with Specific DEP programs subject to the Surface Mining Control and Reclamation Act (SMRCA) of 1977 must file prior to final appointment and annually thereafter, a Statement of Employment and Financial Interest (OSM 23).

DOP Purposes Only – 0313P00468

## Minimum Qualifications

**Training:** Bachelor's degree from an accredited college or university with at least 24 semester hours in accounting.

**AND**

**Experience:** Four (4) years of full-time or equivalent part-time paid experience in professional accounting, statutory accounting, auditing work, forensic accounting, public accounting, investigative and/or forensic auditing, certified fraud examining, or other directly related accounting.

**OR**

**Substitutions:** (1) Master's degree in accounting may substitute for two (2) years of the required experience. (2) Certification or registration as a Public Accountant in West Virginia may be substituted for the training and two (2) years of the required experience.

Preference will be given to applicants holding a Certified Fraud Examiner (CFE), Certified Forensic Accountant (CFA), Certified Valuation Analyst (CVA), or applicants who have completed a graduate certificate program in forensic accounting and fraud investigation.

**Promotional Only:** Three (3) years of full-time or equivalent part-time paid experience in the Accountant/Auditor series.

## Other Information

**Please note: if the position is filled after July 1, 2025, then the job opportunity will not be in the classified service.**

PG: 16 \$43,357 - \$75,789

Market Rate: \$67,395

Appointment Incentive for DHHR:

- \$5,000.00

Note: To be considered for this position, applicants must have permanent civil services status (this includes reinstatements) and meet the minimum requirements or be within the top ten percent of the Division of Personnel Competitive Register for this job classification. Applicants who are current state employees or previous state employees with permanent civil services status may complete an [application](#) ([Download PDF reader](#)) and apply directly to [DEPprehire@wv.gov](mailto:DEPprehire@wv.gov)

Please include posting number DEP2500266 on application.

Applications from covered state employees, mailed to DOP or completed via DOP's online method, are not forwarded to DEP.

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**Employer**

West Virginia

**Address**

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, West Virginia, 25305

**Phone**

(304) 558-3950

**Website**

<http://www.personnel.wv.gov>