



Municipal Pensions Oversight Board

State of West Virginia

Municipal Pensions Oversight Board (MPOB)

Job Description

Job Title: Accountant/Operations Specialist

Reports To: Deputy Director

Civil Service Status: Exempt per WV Code §8-22-18a(a)(1)

Salary Range: \$50,000 - \$80,000

If you are excited to make a difference in the lives of others and join a small team of professionals that assist municipal police officer and firefighter trustees, apply to be the Accountant/Operations Specialist at the Municipal Pensions Oversight Board today! The Board has an immediate opening for this full-time position which includes state retirement, health, and leave benefits. The Board is seeking a professional, energetic, self-starter who can work independently to accomplish the office's goals. The successful candidate reports directly to the Deputy Director. The Board's office is located at CRW Airport, Charleston WV. Employees are provided with free parking.

SUMMARY

The position requires an individual to be a team player, able to be flexible in fulfilling the requirements of the position as duties are cyclical monthly as well as yearly. The position requires the ability to perform professional and administrative work in directing the financial and fiscal management of the Municipal Pensions Oversight Board (MPOB) which monitors 31 municipal policemen's pension and relief funds and 22 municipal firemen's pension and relief funds. Responsible for development and operation of internal accounting and auditing systems for administrative budgeting, revenue collection, revenue disbursements; and management of MPOB assets. Under limited supervision, performs accounting/auditing duties in all the following areas: general accounting, internal auditing, external auditing, budget/administration, financial analysis, and statutory accounting. The position is responsible for preparing complex reports such as appropriation requests and expenditure schedules, conducting special investigative audits, developing agency policies and procedures, and analyzing complex financial statistics and other accounting data. The position maintains the MPOB's fixed asset inventory. Provides consultative guidance to the Deputy Director and Executive Director. Performs related work as required. The position may involve conducting complex financial audits related to the investigation of revenues and expenditures of moneys in municipal policemen's and municipal firemen's pension and relief funds and corresponding municipal accounts funding said pension trust funds. May aid the Deputy Director and Executive Director in analyzing and preparing special projects. The Accountant/Operations Specialist needs to be knowledgeable of the statutory requirements of municipal policemen's pension and relief funds and firemen's pension and relief funds; specifically, WV Code §8-22-16 through 28a et seq, §33-3-14d, §8-12-24, §8-33-4, §8-33-4a and 4b. Performs full-performance professional work in accounting/auditing duties using QuickBooks and the wvOASIS financial system to include processing of revenues and expenditures, investment of funds, and approves documents generated by MPOB staff. Is the agency Purchasing Card Coordinator and performs all the duties of the position as described in the State Auditor's Office P-Card Program policies. Assist in the audit of the Purchase Card program to

ensure payments/purchases are within prescribed guidelines and criteria established by the State Auditor's Office; perform P-Card reviews on at least a quarterly basis, comparing the compliance of the State Auditor's Office P-Card program with the MPOB accounting and internal control procedures; and document such reviews and report findings or questions to the Executive Director for further action and follow up.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Business Administration with a concentration in accounting; or in public administration, public finance, mathematics or economics; and at least four years of full-time experience in fiscal management, budget preparation, and revenue projections including work experience with a governmental agency working within the accounting function for the agency or governmental unit, or equivalent combination of education and experience. Graduate study may substitute for one or more years of experience. Experience working with QuickBooks is desired. Knowledge of the State of WV's accounting system, wvOASIS, is a plus. Applicants must verify all post-high school education (diplomas, degrees, etc.). Training, or licensure earned pertaining to this position. Verification may only be in the form of a copy of OFFICIAL transcripts or diploma(s) and certifications.

SUPERVISORY RESPONSIBILITIES:

None

HOW TO APPLY:

Send your cover letter, resume, references, and preferred salary range to david.l.lemmon@wv.gov with "Accountant/Operations Specialist" in the subject line. The cover letter should be addressed to:

Mr. Blair Taylor, Executive Director
Municipal Pensions Oversight Board
301 Eagle Mountain Rd, Suite 251
Charleston, WV 25311

Questions? Email david.l.lemmon@wv.gov

Visit the MPOB's website <https://mpob.wv.gov/about-20261022-102342> for a full description.