

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

**ADMINISTRATIVE OFFICE - KANAWHA COUNTY  
EMPLOYMENT OPPORTUNITY  
Position open until filled (Posted 03/09/20)**

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

**Accounts Payable Specialist**

**Position Purpose:** This position 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.

**Minimum Qualifications:**

- High school diploma or GED equivalent required.
- One (1) year of experience in full-time or equivalent part-time accounts payable, bookkeeping, accounting, or other related experience.

**Primary Duties and Responsibilities include:**

- Processes vendor invoices; accurately calculates and records amounts.
- Classifies/codes a variety of transactions according to a chart of accounts.
- Reviews accounts, ledgers, claims, invoices, purchase orders, receipts, or similar materials for completeness, accuracy, and compliance with policy and procedures and basic accounting/auditing laws and regulations.
- Prepares and processes bank deposits.
- Makes correcting and/or adjusting entries on ledger.
- Examines accounting records to assure adherence to policy and procedures and basic accounting/auditing laws and regulations; verifies calculations and ensures accuracy and validity of transactions.
- Performs other duties as assigned.

**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](http://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 at [www.courtswv.gov](http://www.courtswv.gov)), signed and notarized Release for Criminal/Background Check (available on Court website), along with a letter of interest highlighting applicable experience, and a resume, including references to:

[Joan.Mullins@courtswv.gov](mailto:Joan.Mullins@courtswv.gov)

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