ADMINISTRATIVE OFFICE OF
THE SUPREME COURT OF APPEALS OF WEST VIRGINIA
Position Announcement

Administrative Office – Kanawha County, Charleston
Employment Opportunity – Full-Time
Position Open Until Filled (Posted 11/20/2026)
Salary Range: $45,000 - $52,000 annually

The Supreme Court of Appeals of West Virginia is seeking an *Accounts Payable Specialist* to join our team in Charleston, West Virginia. The successful applicant will be a key member of our Finance Team and will report to the Accounts Payable Manager.

Position Summary:

This position is responsible for performing routine and/or moderately complex work involving the review, verification, and processing of invoices and vendor documentation. This position ensures that payments are accurate, properly authorized, and compliant with state fiscal rules, internal controls, and applicable regulations. The role requires strong attention to detail, accuracy, and effective communication with internal staff and external vendors.

Minimum Qualifications:

- High school diploma or equivalent.
- Three (3) years of full-time or equivalent part-time bookkeeping, accounting, or related experience.
- Strong attention to detail and accuracy.
- Proficiency in computer skills.
- Knowledge of policy and procedures and basic accounting/auditing laws and regulations.
- Strong basic mathematical computations and automated computer accounting system.
- Ability to multitask and set priorities.
- Effective oral and written communication skills.
- Ability to establish and maintain effective working relationships with others.
- Maintain confidentiality.

Physical Requirements:

- Ability to lift and carry up to 25 pounds
- Ability to stand, walk, and sit for extended periods
- Ability to travel as needed for conferences, training and other events

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

- Professional office environment
- Extended time spent on computer requiring prolonged sitting during work hours.
- 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
- 12 paid holidays, annual and sick leave

West Virginia Courts:

West Virginia has a Unified Court System, under which all state courts, including the Intermediate Court of Appeals, 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: **careers@courtswv.gov**

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

All positions of the Supreme Court of Appeals of West Virginia are considered at-will and may be terminated at any time, with or without notice or cause.