
SENIOR ACCOUNTING TECHNICIAN(Job Id 33468)

Location: US:NH:CONCORD

Category: ADMIN SUPPORT

Salary: 36,757.500-
50,485.500 USD

Post Date: 08/30/2023

Close Date: 09/14/2023

Description

State of New Hampshire Job Posting

NH Fish and Game Department

Business Division

11 Hazen Drive, Concord, NH 03301

Senior Accounting Technician

Labor Grade 14

Position #44983

The State of New Hampshire, NH Fish and Game Department has a full-time vacancy for Senior Accounting Technician.

Summary:

Reviews the accuracy of data concerning various financial transactions of expenditures to include payment of invoices and monthly billings, establishes initial encumbrances and makes payments against them, provides purchasing duties relative to agency requisitions, oversees monthly Payment Card (P-CARD) payments and reconciliations and other accounting functions in the general accounting section of the Fish and Game Business Division.

YOUR EXPERIENCE COUNTS - Under a recent change to the rules, an applicant's relevant experience now counts towards formal education degrees referenced below! *See Per 405.1.*

18 Months of additional relevant experience = Associate's degree

36 Months of additional relevant experience = Bachelor's degree

54 Months of additional relevant experience = Master's degree

MINIMUM QUALIFICATIONS: Transcripts are required.

Education: Associate's degree from a recognized college or technical institute with major study in accounting or business management, or completion of two years of college with a minimum of six semester hours in accounting. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience in accounting or auditing work. Each additional year of approved work experience may be

continued...

substituted for one year of required formal education.

License/Certification: Must possess a valid driver's license. Motor Vehicle Record (MVR) must meet the minimum standards as established by the agency.

DISCLAIMER STATEMENT:The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

Responsibilities:

Processes payment vouchers for the Department including, but not limited to, contracts, purchase orders, unencumbered invoices, travel reimbursement, monthly utilities and intergovernmental payments to other state agencies using the State of New Hampshire's NHFIRST system.

Utilizes NHFIRST system to establish encumbrances using source documents such as Department internal contract documents and Agency Requisitions.

Acts as Department liaison with the Department of Administrative Services, Bureau of Accounting, relative to payment vouchers and contracts.

Compiles and summarizes appropriate and budgetary data pertaining to purchasing, contracts, vendor information and payment vouchers for use by Division Chiefs, supervisors and other Department personnel in administrative decision making and in accordance with State and Department policies.

Maintains and reviews detailed records and reports for the Department's P-Card program to include cards issued, custody logs and other associated correspondences.

Reconciles financial records and makes appropriate adjustments for the monthly P-Card billing statement with monthly P-Card invoice processing to submit to the Administrator III for final payment.

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For further information please contact Kathy LaBonte, Chief Business Division at (603)-271-2741 or email Kathy.A.Labonte@wildlife.nh.org. You may also contact Kim Crowley Human Resources Coordinator (603) 271- 5824 or email kim.l.crowley@wildlife.nh.org

***TOTAL COMPENSATION INFORMATION**

The State of NH total compensation package features an outstanding set of employee benefits, including:

HMO or POS Medical and Prescription Drug Benefits:

The actual value of State-paid health benefits is based on the employee's union status, and employee per pay period health benefit contributions will vary depending on the type of plan selected.

See this link for details on State-paid health benefits:

<https://www.das.nh.gov/hr/benefits.aspx>

Value of State's share of Employee's Retirement: 13.85% of pay

Other Benefits:

- * Dental Plan at minimal cost for employees and their families (\$500-\$1800 value)
- * Flexible Spending healthcare and childcare reimbursement accounts
- *State defined benefit retirement plan and Deferred Compensation 457(b) plan
- *Work/life balance flexible schedules, paid holidays and generous leave plan
- *\$50,000 state-paid life insurance plus additional low-cost group life insurance
- *Incentive-based Wellness Program (ability to earn up to \$500)

Total Compensation Statement Worksheet:

<https://www.das.nh.gov/jobsearch/compensation-calculator.aspx>

Want the specifics? Explore the Benefits of State Employment on our website:

<https://www.das.nh.gov/hr/documents/BenefitBrochure.pdf>

<https://www.das.nh.gov/hr/index.aspx>

EOE

TDD Access: Relay NH 1-800-735-2964