

#39842 - 13-2010 ACCTS-AUDITORS-2 - External

[View Posting](#)

ACCOUNTANT I(Job Id 39842)

Location: US:NH:CONCORD

Occupation Category: 13-0000 Business and Financial Operations Occupations

Employment Type: FULL-TIME

Post Date: 04/05/2024

Close Date: 05/07/2024

Salary: 19.570-25.890 USD

Description

State of New Hampshire Job Posting

Office of Professional Licensure and Certification

Division of Administration

7 Eagle Square, Concord NH 03301

www.oplc.nh.gov

ACCOUNTANT I

The starting pay range for this position is \$19.57 per hour - \$25.89 per hour.

37.50 Hours Per Week

Position *#8T3143

*Funding is subject to renew every year.

The State of New Hampshire, Office of Professional Licensure and Certification, Division of Administration has a full-time temporary vacancy for an Accountant I.

Summary: To monitor the establishment and maintenance of fiscal services and controls under the direction of the Finance Administrator for the Office of Professional Licensure and Certification (OPLC).

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in accounting or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: One year of experience in accounting or auditing work. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Eligibility for New Hampshire driver's license, if necessary for travel throughout the state.

RECOMMENDED WORK TRAITS: Knowledge of accounting principles and methods and ability to apply and adapt established methods to accounting transactions. Knowledge of office practices and procedures. Ability to supervise accounting staff. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to interpret financial statements and to prepare accurate accounting reports and statements. Ability to establish and maintain effective working relationships with co-workers and the public. Must be willing to maintain appearance appropriate to assigned

duties and responsibilities as determined by the agency appointing authority.

YOUR EXPERIENCE COUNTS

Under a recent change to the rules, an applicant's relevant experience now counts towards formal education degrees referenced in the posting! 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

Responsibilities:

Reconciles the My Licensing System (MLO) revenue reports with bank deposits and investigates discrepancies, creating and documenting techniques used. Presents findings to Finance Administrator. Tracks cash throughout Agency. Resolves bank errors, returned items, or other transactions which require adjustment or correction; communicates with bank contacts, Treasury and agency personnel to resolve issues.

Assists the Finance Administrator by preparing monthly budgeting and accounting reports. Prepares reports to track revenue and expenses at the board level. Provides quarterly financial reports customized for each of 54 Boards. Forwards data to management and agency staff. Identifies trends and provides feedback to supervisor.

Develops accounting systems and procedures to ensure accurate analysis, tracking and verification of accounts payable invoices, allocates/adjusts payables to correct accounting strings, and assists with data entry and related budget reports as needed. Conducts quarterly audits for invoices and purchasing card transactions to verify completeness and timeliness.

Researches, designs and prepares reports for special projects as requested by Finance Administrator or management. Plans the development of work methods.

Assists Finance Administrator with tracking and analyzing revenue and expenditures for Nurse Registry Program grant for federal compliance and drawdown of funds.

Collects and reports data related to department vehicle operations and fixed asset accounting.

Trains Board personnel using the licensing software (MLO) to receive payment and produce reports to ensure accurate and timely entry into the system. Documents MLO procedures and coordinates Users Group meetings.

Oversees the annual physical inventory audit, collecting all the physical reports, locating all listed equipment and reconciling differences. Maintains the Agency's inventory spreadsheet and updates as needed, making sure appropriate data and corresponding input and paperwork is accurate and complete. Provides monthly reporting to DAS.

Provides guidance, training and backup/cross-function duties with Agency accounting staff.

For further information please contact Heather Kelley, Director of Operations

Email: Heather.A.Kelley@oplcnh.gov Telephone: 603-271-0142

To learn more about OPLC, please visit our website at www.oplc.nh.gov

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:

[Employee Benefits | NH Dept. of Administrative Services](#)

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:

[Total Compensation Calculator | Human Resources | NH Dept. of Administrative Services](#)

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

[Human Resources | NH Dept. of Administrative Services](#)

[Benefits Summary \(nh.gov\)](#)

EOE

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