

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITIES**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

ACCOUNTANTS RECEIVABLE ASSISTANT

Role Title: Financial Services Specialist I

Position # W0197

Pay Band 4 Level I - Hiring Range: \$15.37 - \$25.00 per hour

HOURLY POSITION - NO STATE BENEFITS

Closing Date: October 6, 2014

Fiscal and Purchases Division - Hourly position limited to 1500 hours per calendar year, typically 30 hours per week. This position is responsible for routine accounts receivable and administrative duties to facilitate the recovery and processing of funds. Incumbent also assists with other financial operations duties in accordance with state, federal, and agency guidelines. The interested applicant must have solid PC skills and be proficient using spreadsheet, database, and word processing software applications. Requires excellent customer service skills, ability to follow direction, and ability to maintain confidentiality. Requires working knowledge of generally accepted accounting principles and practices. Must have demonstrated ability to analyze financial transactions. Must have experience in a fast-paced environment with the ability to handle multiple assignments while maintaining attention to detail and accuracy. Must have demonstrated ability to communicate effectively orally and in writing. Prefer high school graduate in a business related curriculum with post-secondary accounting training.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the listed closing dates. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA