

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

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.

FISCAL TECHNICIAN

Role Title: Administrative and Office Specialist III

Position #W0064

Pay Band 3, Level I, Hiring Range: \$12.00 - \$15.50 per hour

Hourly Position – No State Benefits

Closing Date: June 13, 2016

Fiscal and Purchasing Division seeks self-starter for key processing and reporting position in the Cash Management Unit. This position is responsible for preparation of daily bank deposits of receipts and cash, posting deposits in Oracle Financials, receivable application of cash receipts, and reconciling cash receipts to meet federal and state guidelines. Applicants must have working knowledge of Oracle Financials or similar financial software packages preferred. Requires demonstrated ability to manage multiple priorities, meet deadlines, and follow policies and procedures. Must have experience in supporting accounting/financial operations to include logging cash receipts and preparing certificates of deposits. Requires demonstrated ability to independently handle agency fiscal operations. Requires excellent written and oral communication skills. Must be proficient in using a PC for word processing and spreadsheet software applications. Prefer high school graduate with some related college coursework or equivalent professional experience. **This hourly position is limited to 29 hours per week /1500 hours per year.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS **by 11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. 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.

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

[Web Sites for Vacancy Listings](#)

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA