

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**\*\*\* THIS IS A REPOST \*\*\***

*This is a **Casual/Seasonal** position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.*

Opening Date: September 4, 2019    Closing Date: Until Filled

**CASUAL SEASONAL ACCOUNTING TECHNICIAN**

Victim's Compensation Assistance Program ("VCAP")  
Executive Offices, New Castle County at 900 King Street, Suite 4

Job Responsibilities and Duties:

This Accounting Technician provides accounting support to the Fiscal Support Services Administrator and Executive Director of the Victims' Compensation Assistance Program ("VCAP"). This Accounting Technician will have primary responsibility for accounts payable functions, including voucher entry and credit card statement reconciliation; accounts receivable functions, including check deposits and application; and auditing functions, including reconciling transactions between the First State Financial System and the Computerized Crime Victim Compensation System.

Minimum Qualifications:

- Possession of an Associate degree or higher in Accounting or related field OR six months experience in processing financial transactions in areas such as accounting, auditing, payroll, or taxes OR six months experience in creating financial reports which includes combining and presenting financial data from multiple sources in an organized format OR six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
- Knowledge of the principles and practices of bookkeeping/basic accounting/basic auditing.
- Experience in using standard computer software programs for word processing, spreadsheets or databases.
- Ability to apply analytical methods including computer applications to resolve bookkeeping/accounting problems.
- Ability to perform basic mathematical calculations.
- Must be detail-oriented, well organized, and proficient in Microsoft Office.
- Must be proficient and accurate in data entry.
- Must maintain a productive working relationship with other VCAP team members.
- Experience with State of Delaware accounting procedures and First State Financials is desired.

**Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.**

**External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):**

**<http://attorneygeneral.delaware.gov/executive/hr/job-application/>**

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: [DOJHR@delaware.gov](mailto:DOJHR@delaware.gov) OR Fax to: 302-577-5866. EOE.**