

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: January 18, 2023

Closing Date: Until Filled

Administrative Accountant

Administrative Division, Fiscal Unit

New Castle County

Salary: Pay Grade 11 Salary Range \$37,207 min/\$46,509 mid/\$55,811 max
(commensurate with experience per State of Delaware pay scale)

Benefits: Loan forgiveness (State and Federal)
State of Delaware healthcare plan
State of Delaware pension plan
Over 4 weeks of vacation per year
3 weeks of paid sick leave per year
12 weeks of paid parental leave

Job Responsibilities and Duties:

The Fiscal Unit seeks an Administrative Accountant in the Administrative Division in New Castle County. General duties will include, but not limited to, analyzing, reconciling and consolidating vouchers, records, journals, ledgers and statements. Ensuring efficient, timely and accurate processing of transactions, accurate preparation, completion and distribution of financial reports and financial statements and consolidation of various accounting reports and records. Ensuring activities are carried out in accordance with applicable department, state and/or federal rules, regulations, procedures and guidelines. Monitors all budgetary accounts and records. Conducts comprehensive analysis of accounting processes/activities. Reconciles multiple accounts of a complex nature. Compiles, analyzes and prepares a variety of statements and reports for state, special, private or federal funded programs for use in financial, budget and personnel planning. Establishes internal control within state accounting standards and develops recordkeeping and reporting requirements to meet agency needs. Informs all department/division accounting staff of current laws, rules, policies, and procedures and providing technical and procedural guidance. Formulates and recommends new and revised policies and procedures.

Job Requirements:

Possession of a Bachelor's degree or higher in Accounting, Business Administration, Economics, Finance, Business Management, Computer Information Systems or related field.

OR

1. Three years experience in compiling, analyzing and interpreting financial data to ensure effective and efficient accounting of funds or to make projections for financial planning.
2. Three years experience in accounting using Generally Accepted Accounting Principles (GAAP).
3. Six months experience in analyzing financial problems, developing alternatives, recommending and advising management on solutions.
4. Six months experience in interpreting laws, rules, regulations, standards, policies, and procedures.
5. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
6. Proficient in Microsoft Excel

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, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.