



STATE OF IDAHO
invites applications for the position of:

Accounting Technician

SALARY: \$23.26 - \$30.24 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 10/14/21
CLOSING DATE: 10/28/21 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, Idaho 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies within the same classification and position type.

ANNOUNCEMENT NUMBER:	21-96-MN
AREA OF CONSIDERATION:	Open to current, enlisted members of the Idaho National Guard
POSITION TITLE:	Accounting Technician
PAY GRADE:	NGA-8
POSITION CONTROL NUMBER:	6024
CLASS CODE:	20226
SALARY RANGE:	\$23.26 to \$30.24 hourly (\$48,378 to \$62,894 annually)
FLSA CODE:	Covered
DUTY LOCATION:	Military Division, State Accounting Office, Gowen Field, Boise ID
TYPE OF POSITION:	Military Nonclassified; Army or Air; Enlisted
COMPATIBLE MILITARY FIELD:	Not Applicable

JOB TITLE: ACCOUNTING TECHNICIAN
POSITION CONTROL NUMBER(S): 1095*, 2035, 3023 & 6024
CLASS CODE NUMBER: 20226
SALARY GRADE: NGA-8

INTRODUCTION: This position is located in the State Accounting/Resource Office (SAO/SRO), functioning within the State of Idaho – Military Division. The primary purpose of this position is to provide analysis, validation, reconciliation, and processing of accounting transactions involving the full range of accounting services associated with obligations and disbursements for the Idaho Military Division (IMD).

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. Performs independent in-depth review, analysis, and reconciliations of inter-related accounting transactions using multiple computer file systems, using multiple procedures, processes and techniques to evaluate accuracy and compliance to both State and Federal fiscal accounting regulations and policies.
2. Utilizes experience, judgment and guidelines to fill in gaps, identify sources of information, and make working suppositions about what transpired to decide approaches and resolve specific problems. Suggests specific changes to guidelines, development and interpretation of control mechanisms, additional training for customers, and specific guidance related to the procedural handling of documents and information used within the IMD.
3. Performs research regarding many different and unrelated processes and methods relating to accounts payable invoices, statements, obligations and fiscal reconciliations. Reconstructs inaccurate accounts, gathers and organizes information for inquiries, and resolves problems referred by managers, employees and customers.
4. Analyzes particular facts of fiscal transaction problems/issues; verifies, evaluates and interprets considerable amounts of data; and obtains additional information to reconcile discrepancies or inconsistencies.
5. Based on research and analysis, interprets accuracy and validity of accounting transactions that are obligated or payable. If adjustments are determined to be needed, recommends transactions and/or processes to correct the problem.
6. Utilizes related financial regulations, policies and rulings covering diverse types of transactions to function as a technical authority for resolving an extensive range of accounts payable transaction issues or problems.
7. Responds to requests for assistance/information from multiple sources by providing excellent, knowledgeable customer service to IMD employees, supervisors/managers, budget analysts/technicians and purchasing/contracting personnel; personnel of other state agencies; and vendors. Trains customers on pay and travel entitlements and associated systems, processes and reports.
8. Performs varied duties involving various accounting transactions to include processing of obligations, accounts payable, reconciliations, purchase card (P-Card) purchases and travel.
9. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, EEO, security and workplace

safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.

10. Performs other related duties and projects as necessary or assigned

SUPERVISORY CONTROLS: Work is performed under general supervision of the Senior Accountant who assigns work by providing standing instructions on the necessary objectives and priorities, and provides guidance for unusually difficult situations. The employee independently processes the procedural and technical tasks and actions and handles problems and any deviations in accordance with instructions, policies, previous training and accepted practices.

The supervisor evaluates completed work for overall technical proficiency and conformance to system and regulatory requirements. Supervisor reviews work by performing a sampling for results and conformity to established requirements and deadlines.

PERSONAL WORK CONTACTS: The incumbent has daily contact with supervisors and employees of the Idaho Military Division/Idaho National Guard. The incumbent works closely with Cooperative Agreement Program Managers and Budget Analysts, Idaho Office of Emergency Management (IOEM) Finance Section, Public Safety Communications (PSC), Purchasing and Contracting Office, and the State Controller's Office (SCO). The incumbent may work with outside vendors. The purpose of contacts may involve obtaining cooperation in submitting source documents or other necessary information, requesting other personnel correct errors in documentation or data entry, assisting others in locating information, or preparing for and responding to audits and internal control checklists.

WORKING CONDITIONS / PHYSICAL EFFORT: The majority of work is sedentary and performed in a well-lit, climate-controlled, professionally-configured office environment. Work may require occasional lifting of light items such as office equipment, files or supplies up to 25 pounds.

FLSA Overtime Code: C (Covered; time and one-half)

EEOC: E07 (Office/Clerical)

WCC: 8810

OCTOBER 2020

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS:

Mandatory Requirements (conditions of employment)

- Must be an enlisted member of the Idaho National Guard.
- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Knowledge, Skills and Abilities (KSAs)

Applicants must have 18-months of specialized experience related to the duties as specified below.

- Knowledge and ability to make sure that expenditures comply with authorized budget amounts, administrative restrictions, and proper accounting structure.
- Knowledge and ability to reconcile financial transactions.

- Skill in providing customer service.
- Skill and ability to use automated accounting and reporting systems, automated accounting equipment, and common software applications such as Excel and query reporting programs.
- Knowledge of accounts payable duties.

CONDITIONS OF EMPLOYMENT:

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the position description for the Mandatory Requirements for this position.
- c. Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform.
- d. Incumbent must be a current enlisted member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment.
- e. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource
Specialist
Military Division – State Personnel
Branch

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #21-96-MN
ACCOUNTING TECHNICIAN
GD

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Accounting Technician Supplemental Questionnaire

- * 1. **Mandatory Requirement (condition of employment):** Must be an enlisted

member of the Idaho National Guard. Provide your military grade, job title, MOS/AFSC and unit of assignment.

- * 2. **Mandatory Requirement (condition of employment):** Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Provide written response regarding your willingness and ability to meet this condition of employment (have and maintain). DO NOT provide driver's license info here.

- * 3. **Mandatory Requirement (condition of employment):** Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 4. KSA: **Knowledge and ability to make sure that expenditures comply with authorized budget amounts, administrative restrictions, and proper accounting structure.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 5. KSA: **Knowledge and ability to reconcile financial transactions.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 6. KSA: **Skill in providing customer service.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 7. KSA: **Skill and ability to use automated accounting and reporting systems, automated accounting equipment, and common software applications such as Excel and query reporting programs.**

Provide detailed written response describing your specialized experience performing

related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 8. KSA: **Knowledge of accounts payable duties.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 9. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

Yes No

- * 10. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

Yes No

* Required Question