



Michael Watson
SECRETARY OF STATE

Secretary of State's Office

Finance Division

Finance Accountant: Accounts Receivable, Travel, Fleet, Apparel

Responsibilities:

- Daily accounting processes:
 - Process cash receipts through MAGIC and One Pass.
 - Check Treasury report to verify funds to claim, upload cash receipt documents to MAGIC, and release to the Department of Finance and Administration for approval.
 - Monthly banking reconciliation for agency accounts

- Travel Coordinator:
 - Receive and verify all employee and contractor travel vouchers.
 - Process travel payments through SPAHRS.
 - Assist with employee's travel arrangements and process travel advances as needed.
 - Train employees and contractors on travel policies/procedures (current and updates).
 - Maintain and update all agency travel forms.
 - Maintain travel records (onsite and archived).
 - Responsible for the agency travel card which includes maintaining accurate records, working with employees and communicating with the Bureau of Marketing, Travel and Card Programs.

- Fleet:
 - General management and maintenance of Agency's fleet program.
 - Assign fleet vehicles for employee work-related travel.
 - Maintain and manage fleet assignment calendar.
 - Responsible for maintaining fleet of vehicles (schedule routine servicing as well as any maintenance work needed).
 - Point of contact agency for Fuelman cards.

- Agency Apparel:
 - Coordinate agency apparel orders each quarter.
 - Research products and make recommendations to CFO for most cost effective purchase.
 - Collect payment from employee direct purchased items and coordinate with vendor.
 - Ensure agency-purchased apparel is collected from employees prior to separation.

*Minimum 2 years of accounting experience within State Government preferred.

* Typically requires a Bachelor's degree, preferably in a finance or accounting field of study