

**State of New Hampshire Job Posting
NH Liquor Commission
Administration Division
US:NH:CONCORD
Part Time Accountant I
Labor grade: 16
Position #TMPPT4988
\$17.21 per hour
Closes: April 27, 2016**

**Must submit a State application to be considered for a position with the
State of NH**

Summary:

To assist and audit the accounts receivable section in the Financial Bureau.

Responsibilities:

Collect, analyze, and prepare financial reports regarding a variety of accounts receivable data including credit card, debit card and Electronic Fund transfer accounts data.

Develop accounting systems and procedures for credit card, debit card, and Electronic Fund transfer provided by the Liquor Commission manual of procedures.

Design statistical reports with the responsibility for collecting data and for developing recommendations based upon data collected.

Investigate licensee problems and complaints, including developing and implementing solutions.

Represent Finance in commission discussions of general procedures and policy, and gives advice to resolve technical, fiscal, or accounting problems.

Agree amounts recorded in the daily store financial reports to amounts deposited in NH Treasury's bank accounts for credit/debit card transactions.

Review and approves the daily processing of credit/debit and cash receipts, petty cash reimbursements, and payment vouchers to ensure timely transfer of funds from the Liquor account to the General Fund account.

Maintain the credit card module of the computerized General Ledger and subsidiary records, in accordance with generally accepted accounting principles. Generates periodic reports for management purposes.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in accounting or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: One year's experience in accounting or auditing work. Each additional year of approved work experience may be substituted for one year of required formal education.

Applicants will be subject to a reference and criminal background check.

In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature should be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office for the agency listed above.

Prior to applying, please be sure that you have completed your profile including your complete employment history, education history, credentials and contact information. Please bear in mind that your education and experience must be relevant to the specific position for which you are submitting an application. You are encouraged to provide a copy of your current resume, but resumes will not be accepted in place of a fully completed application for employment.

For further information please contact : Cathy Thornton, Human Resources Technician hr@liquor.state.nh.us (603) 230-7052. or Fax 603-271-3752

<http://www.nh.gov/liquor/liquorjobapp.docx>