



WEST VIRGINIA STATE
UNIVERSITY



Accountant Senior – Business & Finance

West Virginia State University

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a historically black university, and has evolved into a fully accessible, racially integrated, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to academic growth, service, and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges and competes in athletics at the NCAA Division II level in five men's sports and 5 women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

This position reports to the Controller, works closely with the VP and AVP of Business and Finance and serves a key role in the preparation of the University's budget, financial reporting, payroll analysis, and invoicing. The position requires a thorough working knowledge of developing and managing budgets, funding rate controls, and general accounting principles and practices.

Responsibilities for the Accountant Senior:

- Preparation of the University's Appropriation Request, Budget, and Expenditure Schedule.
- Development of financial reporting methods, and examining, analyzing, and interpreting accounting records and financial information for the preparation of the University's financial statements.
- Examining budget versus actuals by department and reporting findings of overspending.
- Meet with Budget Managers within University staff to monitor and track expenses versus budget.
- Analyze payroll information and maintain an up-to-date salary and benefits database and employment report for internal use and decision making.
- Reviews expenditures and revenues of federal and private grants and contracts.
- Managing and invoicing of Student Third Party vendors, payroll reimbursements and other invoicing as needed.

- Provides analysis and resourcefulness with data and historical information for the University's annual financial audit and other audits, as needed.
- Reviews, prepares, and analyzes large data sets used for reporting and research.
- Other duties as assigned by the Controller or Vice President and/or Assistant Vice President of Business and Finance.

Knowledge, Skills, Abilities:

- Excellent communication skills, and computer literacy, particularly with Microsoft Excel and Word
- Ability to work with sensitive and confidential information
- Strong attention to detail and be able to multi-task and complete work tasks by deadlines
- Work independently with limited supervision

Minimum Qualifications:

- Bachelor's degree in accounting, finance, business administration or equivalent work experience
- Minimum of two (2) years' experience in Budgeting or Accounting.

Preferred Qualifications:

- Advanced proficiency with Microsoft Excel
- Higher Education experience
- Knowledge of Banner and/or wvOASIS
- Experience in the use of a centralized accounting system

Salary Statement

Salary will be commensurate with experience.

To Apply

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, transcripts, and the names and email addresses (or phone numbers) of three professional references, etc. by **August 18, 2023**.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

**West Virginia State University
Department of Human Resources
P. O. Box 1000, 324 Ferrell Hall
Institute, WV 25112**

Contact:

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or jobs@wvstateu.edu.

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu.