



WEST VIRGINIA STATE
UNIVERSITY



Accountant - Non Exempt

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 3,514 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 S 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

The Accountant provides accounting and financial budget support to the Budget and Accounting Department. The Accountant is responsible for processing expense reports submitted by employees for credit card transactions or reimbursement as well as supplier invoices for payment. The position performs professional work requiring knowledge of general accounting principles and practices and the basic application and use of concepts, theories, and terminology of accounting.

West Virginia State University actively promotes a dynamic and inclusive environment that allows students and employees of multiple backgrounds, cultures, and perspectives to learn, work, and thrive together. Successful candidates will contribute to that environment and exhibit potential for excellence in their areas of expertise.

This position is FSLA non-exempt, comp-time eligible

Responsibilities for the Accountant:

- Audit incoming documents for payment against policies and procedures set by WVSU and the procedures set by WV State Auditor's Office
- Prepare payment of invoices by using OASIS and Banner Accounting systems: Prepare invoices to be paid by credit card, travel reimbursement, prepare cash advance request,

reconcile cash advances, prepare IGT's and IET's, prepare procedures to link documents that have been originally processed in OASIS but need to be recorded in Banner Accounting System.

- Scan documents (invoices) that have been processed in Banner or OASIS
- Accepts vendor phone calls, assist with department inquiries.
- Operates as P-card Co-Coordinator for institution
- Operates as co-coordinator for university fleet management through the WV Fleet Management
- Responsible for grants accounting maintenance and working with program directors for routine reporting
- Responsible for federal grant and federal funding drawdowns from the G5 federal system
- Maintains records of departmental assets and ensures that equipment and other purchases are properly recorded and received as the asset coordinator.
- Will be responsible for Banner self-service training for budget managers that includes budgetary and accounts payable tools
- Advises departments regarding university and/or departmental policies and procedures.
- Assists in gathering documentation for federal, state, and/or other audit requirements.
- Performs other related duties as assigned.

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
- Maintain composure and professional attitude when in conversations with vendors, employees and constituents

Minimum Qualifications:

- Bachelor's degree in accounting, finance, business administration, or related field; or an equivalent combination of education and/or experience that demonstrates knowledge and understanding of generally accepted accounting principles and practices. And at least 2 years' experience

Preferred Qualifications:

- Advanced proficiency with Microsoft Excel
- Higher Education experience
- Knowledge of Banner
- 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 **January 7, 2022**.

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, 105 Cole Complex
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. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Human Resources at (304) 766-3156 and/or hr@wvstateu.edu.