



# WEST VIRGINIA STATE UNIVERSITY



## **Accountant**

### **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 financial budget and accounting support to the Budget and Accounting Department. This position is responsible for processing expense reports for credit card transactions, reimbursements, invoices for payment, and monthly reconciliations. The position reports to the Controller within Budget and Accounting and performs professional work requiring knowledge of general accounting principles and practices and the basic application and use of concepts, theories, and terminology of accounting.

This a Non-Classified exempt position.

### **Responsibilities for the Accountant:**

- Review, update and develop (where none exists) internal audit procedures and guidelines.
- Audit incoming documents for payment against policies and procedures set by WVSU and the WV State Auditor's Office
- Prepare:
  - Invoices for payment in wvOASIS and Banner Accounting systems or by P-Card

- Travel reimbursement for faculty and staff
  - Cash advance requests and Reconcile cash advances
  - IGT's and IET's,
  - Procedures to link documents that have been originally processed in OASIS and needs to be recorded in Banner Accounting System
- Serve as the P-card Co-Coordinator for institution
  - Serve as Fleet Management coordinator for university
  - Responsible for grants accounting maintenance and collaboration with program directors
  - Responsible for federal grant and federal funding drawdowns from the G5 federal system
  - Responsible for Third Party Invoicing
  - Serves as the University's Fixed Asset Coordinator (FAC), developing and maintaining the Fixed Asset Procedures. Additionally, as the FAC the position is responsible for maintain up-to-date records of purchases are properly received, input in the fixed asset system, and tagged
  - 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. 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 **June 10, 2022**.

Please submit application materials via email to [jobs@wvstateu.edu](mailto: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](mailto: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](mailto:hr@wvstateu.edu).**