



WEST VIRGINIA STATE UNIVERSITY

Accountant University Advancement

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six 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 is responsible for managing the financial accounts of the WVSU Foundation, posting deposits and withdrawals daily, processing and paying invoices, preparing financial reports, and reconciling Foundation bank accounts on a monthly basis. The Accountant also files reports due to state and federal offices, prepares tax documents for individuals who receive payments from the Foundation, provides records and financial statements as needed for the audit, and manages the Foundation's scholarship accounts.

Responsibilities for the Accountant

- Track revenue and expenses on all accounts administered by the Foundation using Financial Edge accounting software.
- Process and pay invoices.
- Run financial reports.
- Post donations from the university's relationship management and gift processing software, The Raiser's Edge, to Financial Edge.
- Prepare monthly, quarterly, and annual Foundation budget reports
- Provide financial information to the Foundation's Board of Directors, President of the Foundation, Vice Presidents, and Directors of the University as requested
- Assist with the annual financial audit of the Foundation
- Assist with preparing the operational budget for the WVSU Foundation.

- Analyze general ledger cash deposits for all accounts and reconcile back to the Operating bank statement, Restricted bank statement, and Investment statement.
- Analyze general ledger credit card deposits for all accounts (Operating, Restricted, and Investment) and reconcile back to the Financial Edge monthly report for all accounts.
- Resolve any discrepancies regarding deposits with the Director of Advancement Operations so that corrections can be entered in The Raiser's Edge.
- Prepare an analysis of transfers owed between the Operating, Restricted, and Investment accounts. Note: due to account transfer activity, all three accounts must be reconciled monthly before proceeding to the following month.
- Reconcile general ledger disbursements to bank statements.
- Analyze the monthly investment activity for Fidelity accounts: interest, dividends, amortization, fees, unrealized gains, and realized gains.
- Prepare journal entries for unposted activity (Investment activity, pledge entry, service charges, interest, etc.)
- After entries are posted, confirm that the general ledger accounts agree to bank reconciliations.
- Confirm that the project activity code groupings agree to the internal monthly Income statement. Prepare journal entries for any discrepancies.
- Prepare quarterly financial statements for periodic meetings of the WVSU Foundation Board of Directors and Finance & Audit Committee.
- Perform related duties as required.

Knowledge, Skills, Abilities:

- Detect accounting/bookkeeping errors, resolve discrepancies and balance accounts
- Perform basic and intermediate mathematical computations (e.g. add, subtract, multiply, and divide whole numbers, fractions and decimals, calculate percentages and compute interest charges)
- Apply policies and procedures
- Analyze several pieces of information, draw conclusions, and make recommendations to supervisor or management
- Work independently with limited supervision
- Effectively communicate and interact with university personnel, Foundation board members and the public to exchange or convey information, provide instructions, resolve problems, and receive work direction
- Microsoft Office/Excel
- Maintain composure and professional attitude
- Prioritize and complete work tasks by deadlines
- Be discreet and maintain confidential information
- Train and provide guidance to others

Minimum Qualifications:

- Associate's degree in accounting or similar field
- A minimum of one year of experience in accounting/bookkeeping

Preferred Qualifications:

In addition to the other minimum qualifications listed above:

- Bachelor's degree in accounting
- At least three years' experience in accounting/bookkeeping
- Higher Education experience
- Knowledge of The Financial Edge accounting software

Salary Statement

\$35,000-\$45,000 salary 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, academic transcripts, and the names and email addresses or phone numbers of three professional references by October 4, 2021. All requested information must be submitted for your application to be considered.

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

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.