



WEST VIRGINIA STATE
UNIVERSITY



Accounting Assistant II- Non Exempt 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 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 Accounting Assistant II fosters a welcoming and inclusive environment, working with diverse students, parents, faculty, staff and other involved parties by providing the highest level of student facing front-line customer service (such as in person, by phone, and email) regarding financial status with the University. This position would also work in collaboration with the Office of Financial Aid and the Office of the Registrar and other related offices at the University to ensure that functions performed are in compliance with federal, state and University policies and procedures. We dedicate each day to student success and retention, as well as equity, diversity, and inclusion

Responsibilities for the Accounting Assistant II:

- Provides quality customer service and assures compliance with federal, state and university regulations, policies and procedures related to student accounts.
- Reviews and analyzes student accounts with regard to tuition, financial aid, auxiliary services and other account assessments; performs mathematical computations and processes any necessary adjustments; contacts internal and external customers,

agencies, financial institutions and government agencies as needed to research and/or resolve discrepancies.

- Reconciles student, agency, and program accounts; ensures student and third party accounts are balanced; prepares and distributes financial reports utilizing various financial systems, spreadsheets and databases; utilizes spreadsheet and database software to analyze and interpret student accounts and other account information.
- Completes credit balance evaluations of accounts and prepares required documentation for processing of refunds to student, parents, and/or third party agencies
- Creates electronic files for departmental use to increase efficiency and investigates new ways of completing work more effectively.
- Responds to in-person and telephone inquiries from agencies, students, parents, faculty and staff.
- Assists with parking permit and photo ID distribution to faculty, staff and students.
- Advises departments regarding university and/or departmental policies and procedures.
- Assists in gathering documentation for federal, state, and/or other audit requirements.
- May prepare and mail statements, invoices, reminders and collection notices.
- Performs 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
- Read and comprehend a variety of written material; to use proper research methods in gathering data; and to gather, collate and classify information
- 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 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:

- Associates degree in accounting or similar field. A minimum of three years progressively responsible experience in accounts receivables, billing, collections, accounting/bookkeeping, and/or financial aid.

Preferred Qualifications:

In addition to the other minimum qualifications listed above:

- Higher Education experience
- Knowledge of BANNER

Salary Statement

\$30,000-\$40,000 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, etc.) by **June 21, 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

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.