



Job Title: Accounting Manager

Reports To: Executive Director/Director of Business and Finance

FLSA Status: Exempt

Location: Institute, West Virginia

Position Summary

The Accounting Manager is responsible for overseeing financial activities, including federal grant accounting and compliance, payroll processing, and general ledger oversight. This position ensures that financial operations are conducted in accordance with applicable laws, regulations, and organizational policies, with a strong emphasis on adherence to Uniform Guidance (2 CFR Part 200) and other federal grant requirements.

This position is employed by the West Virginia State University Research and Development Corporation.

Key Responsibilities

Federal Grants Management

- Manage the financial aspects of federal and state grant awards, ensuring compliance with grant terms and federal and state regulations.
- Maintain detailed records of all grant activities, including expenditures, budget modifications, and reporting requirements.
- Serve as liaison with internal staff and external auditors on federal and state grant matters.
- Review monthly and semi-annual time and effort to payroll allocation records.

Accounting & Financial Oversight

- Supervise daily accounting functions Account Payable and General Ledger maintenance.
- Complete bank reconciliations.
- Complete monthly review of open purchases orders.
- Assist in the monthly, quarterly, and year-end close processes.
- Maintain and improve internal controls to ensure the integrity of financial data.
- Prepare and review financial statements.
- Support the annual audit process, including federal Single Audit, by providing schedules, documentation, and responses to auditor inquiries.

- Reconcile payroll accounts and coordinate with Human Resources on employee benefits, deductions, and leave balances.

Team Leadership & Communication

- Supervise and mentor accounting staff, delegate and review work for accuracy and timeliness.
- Provide training to staff on grant compliance and accounting systems.
- Collaborate cross-functionally with departments including HR, Grants Management, and Program Services.

Qualifications

Required

- Bachelor's degree in accounting.
- Minimum 3 years of progressive accounting experience with general ledger.
- Strong understanding of federal and state grants regulations.

Preferred

- Experience in nonprofit or government finance.
- Familiarity with audit preparation and indirect cost rate calculations. Strong understanding of federal and state grants regulations.
- 1 year managing federal grant funds and payroll processes.
- Experience with payroll systems and general ledger accounting software.
- Advanced Excel skills and proficiency with accounting platforms (Blackbaud Financial Edge and NXT experience are preferred).
- Strong analytical, organizational, and communication skills.

Working Conditions

- This position is onsite, with some hybrid work based on organizational needs.
- Occasional overtime may be required during reporting periods or audits.
- Must maintain confidentiality and demonstrate high ethical standards.

To Apply

Preferred: Information accepted as emailed in a Microsoft Word or PDF format to rdeemployment@wvstateu.edu. Qualified candidates should submit a cover letter, resume, unofficial transcript and contact information for three professional references (name, title, address, phone number, and email address).

Closing date: This position will remain open until it is filled. However, first consideration will be given to applicants who reply by September 30, 2025.

Hard copy applications may be sent to:

ATTN: Search Committee for Accounting Manager
West Virginia State University Research and Development Corporation
PO Box 1000, 201 Byers Admin. Bldg.
Institute, WV 25112

AAP/EEO Statement

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Women, minorities, people with disabilities and veterans are encouraged to apply