



WEST VIRGINIA STATE
UNIVERSITY



Controller- 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 five 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 Controller is a key position in Business & Finance and reports to the Vice President for Business and Finance. The position provides oversight of Budget and Accounting, leading the day-to-day finance operations of the University and supervises a team including functional responsibilities of accounting, accounts payable, budgeting, financial reporting, and procurement.

Responsibilities:

- Manages the day-to-day Budget and Accounting Operations including the training, performance evaluations, work allocations, and problem resolutions.
- Works closely with the VP and AVP for Business and Finance to develop, implement, and update policies, procedures, and guidelines for functional areas.
- Maintains system controls over accounting, budgetary, purchasing card, and procurement transactions.
- Ensures accurate and timely processing of accounting and accounting related processes.
- Works closely with other University Departments to develop and communicate budgets.
- Provides oversight and performs monitoring of revenue, expenditures, and cash.
- Prepares and provides financial information, University Financial Statements, and other necessary state and federal reporting.

- Maintains all assets including depreciation and disposition.
- Prepares ad hoc reports and performs research and analysis of financial data.
- Works closely with external auditors on financial audits and other audits where financial data is requested.
- Works closely with the VP and AVP for Human Resources on payroll and tax reporting guidelines and provide oversight and guidance.
- Serves as a key member in the evaluation, implementation, and maintenance of key budget and accounting systems and software.
- Supervises 4 professional staff.
- Performs other duties as assigned.

Minimum Qualifications:

- Bachelor of Science Degree in Accounting
- Minimum four years of directly related experience in Accounting, Business Administration, or related field
- Strong organizational and decision-making skills, analytical and problem solving abilities, and interpersonal skills
- Ability to work in a complex, fast-paced environment with multiple tasks, short-long term deadlines
- Strong verbal and written communicational skills
- Skills and ability in the use of computers and Microsoft office

Preferred Qualifications:

In addition to the minimum qualifications listed above:

- Master's Degree in Accounting, Business Administration or other directly related field
- Three years of work experience in higher education working with financial data, auditing, or other related experience
- Two years of supervisory experience
- Experience with Banner, OASIS, and KRONOS preferred.

Salary Statement:

Salary will be commensurate with experience and relocation assistance may be available.

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 2, 2025**. **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 employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability.

West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu