



WEST VIRGINIA STATE  
UNIVERSITY



**Accountant - Exempt**  
**Business & Finance – Fiscal Affairs**

**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 supports the University's financial operations by assisting with budget preparation, monitoring departmental expenditures, managing invoice processes, and preparing financial statements. This position also ensures compliance with financial policies, supports internal controls, and assists with audit-related activities.

The position reports to the VP of Business and Finance and works closely with the Senior Accountants to perform professional duties that demand a solid understanding of generally accepted accounting principles, practices, and the application of fundamental accounting concepts and terminology. This is a non-classified, essential, FLSA exempt, full-time, benefits eligible position.

**Responsibilities for the Accountant:**

- Assist with the preparation of the University's Budget and Expenditure Schedule.
- Examine budget versus actuals by department and report findings of overspending.
- Review purchase requisitions, travel authorizations, and other financially obligating documents to ensure compliance with established budget limits.
- Collaborate with Budget Managers across the University to monitor, track, and forecast departmental expenditures.

- Reconcile University bank accounts and ensure accuracy of financial records.
- Manage invoicing for payroll reimbursements, grants, third-party vendors, and other billing needs.
- Collect and analyze data for the preparation of the University's financial statements
- Review, enhance, and develop internal audit procedures and financial control guidelines as necessary.
- Review, prepare and analyze large data sets used for reporting and research
- Provide guidance to departments on university and departmental financial policies and procedures.
- Assist with gathering documentation and preparing responses for federal, state, or other audit inquiries.
- Perform other related duties as assigned.

#### **Knowledge, Skills, Abilities:**

- Excellent written and verbal communication skills
- Proficiency in Microsoft Excel and general computer literacy
- Ability to manage sensitive and confidential information with discretion
- Strong attention to detail, with the ability to multitask and meet deadlines effectively
- Ability to work independently with minimal supervision
- Maintain composure and a professionalism when interacting with vendors, employees, and constituents

#### **Minimum Qualifications:**

- Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field; or an equivalent combination of education and experience.
- One to two years of professional experience in accounting or a related financial field.

#### **Preferred Qualifications:**

- Advanced proficiency with Microsoft Excel
- Higher Education experience
- Knowledge of wvOASIS system
- Experience using 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 30, 2025**. All requested information must be submitted for your application to be considered.

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, 324 Ferrell Hall  
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](mailto:ada@wvstateu.edu)**