



WEST VIRGINIA STATE
UNIVERSITY



Accounting Assistant – 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 university, and has evolved into a fully accessible, racially integrated, and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service, and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges and competes in athletics at the NCAA Division II level in five men's sports and 5 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 provides comprehensive administrative and accounting support to the Office of Fiscal Affairs, encompassing Accounting, Budgeting, Accounts Payable, and Purchasing functions. This position primarily manages Accounts Payable and P-Card payment processing and reconciliations. The position reports to the Controller and performs professional work requiring knowledge of general accounting principles and practices and the basic application and use of concepts, theories, and terminology of accounting.

This a Non-Classified exempt position.

Responsibilities for the Accounting Assistant:

- Serve as the first point of contact for the Office of Fiscal Affairs; greet and assist visitors professionally.
- Receive, log, and distribute incoming documents accurately and in a timely manner.
- Serve as the Primary Purchasing Card holder for the university.
- Audit incoming documents for payment against policies and procedures set by WVSU and the WV State Auditor's Office.

- Prepare and process invoices as needed to support departmental operations.
- Enter fixed asset information, modifications, and disposals into the wvOASIS system.
- Act as the primary point of contact for university-issued cell phones and other electronic devices managed through AT&T.
- Provide guidance to departments on university and departmental policies and procedures.
- Assists in gathering documentation for federal, state, and other audit-related inquiries.
- Review, revise, and establish internal audit procedures and guidelines where needed to strengthen internal controls.
- Performs other related duties as assigned

Knowledge, Skills, Abilities:

- Strong written and verbal communication skills, with proficiency in Microsoft Excel
- Ability to handle confidential information with discretion
- Exceptional attention to detail, with the ability to manage multiple tasks and meet deadlines effectively
- Self-motivated and able to work independently
- Demonstrates professionalism and composure when interacting with vendors, employees, and other stakeholders

Minimum Qualifications:

- Associate's degree in Accounting, Finance, Business Administration, or a related field; or an equivalent combination of education and experience demonstrating knowledge of generally accepted accounting principles (GAAP)
- Minimum of two years of relevant work experience

Preferred Qualifications:

- Advanced proficiency with Microsoft Excel
- Higher Education experience
- Knowledge of wvOASIS
- Experienced P-Card Holder

Salary Statement

Starting 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 **July 19, 2025**.

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, 324 Ferrell Hall
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 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 304-766-3083 or ada@wvstateu.edu