



WEST VIRGINIA STATE UNIVERSITY

Accounting Assistant I WVSU Bookstore – Wilson Student Union

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

West Virginia State University is looking for a quality-oriented candidate for the position of Accounting Assistant I for the University Bookstore. This is a non-classified, essential, FLSA non-exempt, full-time, benefits eligible position. This position reports to the WVSU Bookstore Manager and helps assist in the daily operations of the University Bookstore in areas such as inventory management as well as customer service.

Responsibilities for the Accounting Assistant I

- *Assist with receiving inventory shipments.*
- *Assist with maintaining inventory in Point of Sale system.*
- *Prepare internal and external billings.*
- *Data entry related to receiving documents, invoices, purchase orders, return letters.*
- *Data entry to maintain inventory on the Bookstore's website.*
- *Assist with preparing and monitoring data for 3rd party billings and financial aid sales.*
- *Assist customers with locating and purchasing textbooks, supplies, and merchandise.*
- *Provide excellent customer service by addressing inquiries, resolving complaints, and offering product recommendations.*
- *Operate cash registers, handle transactions, and process payments accurately.*

- *Help with merchandising and display setup to ensure the store is visually appealing and well-organized.*
- *Conduct regular stock checks and assist with inventory audits to ensure accuracy.*
- *Coordinate with faculty and departments to ensure the timely availability of required course materials.*
- *Assist with the coordination and execution of bookstore events, such as book signings and sales promotions.*
- *Ensure compliance with university policies and procedures, as well as industry standards and regulations.*
- *Assist in the training of new bookstore staff and student workers.*
- *Perform general housekeeping duties to maintain a clean and safe store environment.*
- *Assist with shipping and receiving tasks, including unpacking, organizing, and stocking new inventory.*
- *Monitor and restock store supplies, such as bags, receipt paper, and promotional materials.*
- *Assist with preparing and submitting required reports and documentation.*

Requirements for the Accounting Assistant I

- *High School Diploma*
- *Must be able to do some heavy lifting up to 50 lbs.*
- *Must be able to work evenings and weekends as required*
- *Minimum of 2 years of experience in retail*
- *Preferred experience in Microsoft Excel and Word*

Salary Statement

\$25,000 to \$30,000. 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, academic transcripts, and the names and email addresses or phone numbers of three professional references by October 8, 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, 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