POSITION ANNOUNCEMENT

The position serves the West Virginia Higher Education Policy Commission whose offices are located at 1018 Kanawha Boulevard, East, Charleston, West Virginia.

Position Title: Accountant Senior
Classification: Full Time, Classified, Exempt, Benefits-Eligible
Date: August 27, 2015

Overview: Reporting to the Vice Chancellor for Finance, the Accountant Senior provides administrative support and coordination for the Vice Chancellor to effectuate smooth and efficient operation of the Finance Division. Primary responsibilities include the development, coordination and analysis of financial reports for the Vice Chancellor for Finance.

Duties and Responsibilities: The Accountant Senior will be responsible for the preparation of various financial spreadsheets, graphs, charts and summaries as requested by the Vice Chancellor for Finance. This position will also prepare student fee increase summaries and comparisons, as well as, annual Appropriation Request documents for appropriated general revenue. The incumbent will provide support to the Vice Chancellor for Finance for fiscal note responses and other legislative inquiries by reviewing introduced house and senate bills.

Knowledge, skills and abilities: The successful candidate must have extensive knowledge of higher education budgeting, accounting and financial reporting standards with an emphasis on state budgeting rules and regulations. The individual in this position must have strong organizational abilities coupled with the ability to prioritize tasks given the many reporting requirements and deadlines during peak times of the year, especially during the legislative session. Analytical abilities are necessary in order to formulate detailed financial spreadsheets using spreadsheet software with a good understanding of accounting principles and theories and the ability to apply those principles and theories to unique situations. Ability to use Microsoft Office Products is essential.

Education and experience: A Bachelor’s degree in accounting or related field plus three to four years of recent relevant experience is required. A CPA and/or Master’s Degree are preferred.

Salary: Pay Grade 18  Annual Salary Range: $32,868 to $50,450

Closing date: Review of applications begins September 16, 2015. However, applications will be accepted until position is filled.

Equal Opportunity/Affirmative Action Employer
The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. To that end, we endeavor to provide equal treatment in employment and provision of services to applicants, employees and those we serve without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability or veteran status. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.
Application process: Qualified candidates should submit a letter of interest, a current resume, copy of college transcripts and the names, titles, phone numbers and e-mail addresses for three professional references. Final candidates are subject to employment and credential verification, reference and background checks. Submit all information electronically via e-mail with “Accountant Senior” in the subject line to hepc.hr@hepc.wvnet.edu.

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