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 - Payroll

Classification: Full Time, Classified, Exempt, Benefits-Eligible

Date: August 27, 2015

Overview: Reporting to the Vice Chancellor for Finance, the Accountant Senior will supervise the payroll process for the West Virginia Higher Education Policy Commission and Community and Technical College System of West Virginia. The incumbent will assist in the development of policies and procedures for the Finance Division and will be responsible for performing accounting functions, such as auditing, analyzing, reconciling, and interpreting accounting records and financial information in order to prepare fiscal reports and advise management staff on fiscal issues.

Duties and Responsibilities: The Accountant Senior will be responsible for overseeing the Payroll processing and accounting for the Commission and Community College System. The incumbent will be responsible for performing detailed audits on various accounts, expenditures and grant activity by applying accounting principles to interpret and analyze data. This position will work with constituent institutions, agencies and internal departments to correct and prevent future issues.

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- Payroll" in the subject line to hepc.hr@hepc.wvnet.edu.