



## POSITION ANNOUNCEMENT

This position serves the West Virginia Council for Community and Technical College Education (“Council”) whose offices are located at 1018 Kanawha Boulevard, East, Charleston, West Virginia.

**Position Title:** Financial Data Analyst- Apprenticeships in Motion (AIM) Grant

**Classification:** Full Time, Non-Classified, Exempt, Benefits-Eligible  
(Federally grant funded position through July 2023)

**Date:** January 15, 2020

**Duties and responsibilities:** The Financial Data Analyst collects, analyzes and prepares the data and financial reports required for the Scaling Apprenticeship Through Sector-Based Strategies: Apprenticeships in Motion Grant funded by the U.S. Department of Labor. These functions include compiling analytical reports, reviewing and monitoring the grant data and financial transactions for compliance within the federal funding requirements; and reporting to the Project Director quarterly as well as the Council’s annual report. The position will include responding to inquiries from external auditors and federal, state and local agencies concerning grant information. Overall the Financial Data Analyst will effectively communicate (compile, interpret, and report) all financial and non-financial data relevant to the grant project and its employees, administrators, auditors, partners and granting agencies.

**Knowledge, skills and abilities:** Knowledge of the principles and practices of governmental accounting as well as a working knowledge of federal and state regulations related to the area of responsibility is beneficial. Ability to prioritize demands and analyze complex situations in order to self-direct and make decisions where appropriate. Must be detail oriented with the ability to interpret data for accuracy and maintain quality levels of reporting.

The ideal candidate will possess excellent interpersonal skills with the ability to transfer knowledge clearly and concisely both orally and in writing. Must be able to provide a high level of customer service and establish and maintain effective interdepartmental communications and relationships. Proficiency in the Microsoft Office suite of products is required with advanced level knowledge of Microsoft Excel preferred.

**Education and experience:** A Bachelor’s degree in Accounting, Finance, Business Administration or a related field along with 2 years of general accounting or grant management experience is required. Experience should include processing complex financial transactions, ensuring compliance with legal or contractual requirements, recordkeeping and timely preparation of monthly, quarterly and annual reports.

**Salary:** \$55,000 annual base salary.

**Closing date:** Position is opened until filled. Priority consideration will be given to application materials received on or before February 1, 2020.

**Application process:** Qualified candidates should submit a letter of interest, a current resume, and the names, titles, phone numbers and e-mail addresses for three professional references. Finalist candidates are subject to employment and credential verification, reference and background checks. Submit all information electronically via e-mail with “**Financial Data Analyst-Apprenticeships in Motion Grant**” in the subject line to: Ms. Vickie Hairston at [hepc.hr@wvhepc.edu](mailto:hepc.hr@wvhepc.edu).



### **Equal Opportunity/Affirmative Action Employer/Veterans/Disabled**

*The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.*