



POSITION ANNOUNCEMENT

This position serves the West Virginia Higher Education Policy Commission (Commission) and 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: Coordinator of Fiscal and Administrative Services

Classification: Full Time, Non-Classified, Exempt, Benefits-Eligible – Grant Funded

Date: August 6, 2020

Overview: Reporting to the Senior Director of Student Services, provides fiscal and administrative services for all programs housed under the Division of Student Affairs.

Duties and Responsibilities: Provides fiscal administrative support to help ensure the federal GEAR UP and other grants meet goals and are compliant with federal, state and/or other grantor regulations. Provides budgetary oversight; prepares state and federal annual budgets and reports; drafts and maintains contracts with sub-grant recipients; approves sub-grantor expenditures; prepares and issues invoices; maintains records; processes purchase orders and pays invoices.

Required Knowledge Skills and Abilities: Demonstrated proficiency in standard accounting practices, audit procedures, federal grant compliance, automated accounting systems and with using Microsoft or other office software (i.e. -. word processing, spreadsheets, presentation, database, email, etc.) Excellent written and oral communication skills. Ability to work collaboratively and effectively with all organizational levels. Excellent customer service skills.

Salary Range: Competitive salary, commensurate with experience.

Minimum Education and Experience Requirements: A Bachelor's degree in Business Administration, Accounting or related field and two years relevant work experience are required. Federal or state governmental accounting experience is strongly preferred. Experience working with the state of West Virginia's OASIS Advantage financial system is desired. Candidates holding an Associate degree in accounting, business administration or related field and five years of recent relevant experience will be considered.

Closing date: Applications will be accepted until position is filled. Review of applications begins August 26, 2020.

Application process: Qualified candidates must submit a letter of interest; a current resume; and titles, phone numbers and e-mail addresses for three professional references. Final candidates are subject to employment and credential verification, as well as reference and background checks. Submit all information electronically **via e-mail** with "Coordinator of Fiscal and Administrative Services" in the subject line to: Ms. Vickie Hairston, HR Representative, Senior at 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.