

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: Business and Grants Manager
Classification: Full Time, Non-Classified, Exempt, Benefits-Eligible
Date: November 13, 2020

Overview: Reporting to the Senior Director of Health Sciences, provides business and grant management for all programs housed under the Health Sciences Division.

Duties and Responsibilities: Provides budgetary oversight and support for the Division's fiscal operations; Process invoices, P-card purchases and reconciliations, budget expenditures, purchase orders, travel requests and reimbursements, and contracts as needed for Division operations; prepares and maintains a variety of records and reports including monthly budget expenditure reports and analysis, minutes and actions, programmatic initiatives, and other materials. Assists in analyzing data and preparing various administrative and fiscal reports; drafts, processes, and maintains contracts with grant recipients; reviews invoices for reimbursement of expenses to assure compliance with approved grant activities; works with grantees to complete change order documents.

Required Knowledge Skills and Abilities: Demonstrated proficiency in standard accounting practices, audit procedures, 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. Highly organized; ability to work collaboratively and effectively with all organizational levels. Excellent customer service skills. Experience with Salesforce software preferred.

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. Alternatively, an Associate degree in accounting, business administration or related field with five years relevant experience will be considered. Experience in governmental accounting and/or experience in working with West Virginia's fiscal reporting system and wvOASIS preferred.

Closing date: Deadline for receipt of applications is November 30, 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 "Business and Grants Manager" 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.