



Bluefield State College

Job Vacancy Announcement

Accountant

POSITION TITLE: Accountant

JVA#: 2021-21

DEPARTMENT: Accounting division, Financial Affairs

POSITION SUMMARY: Under general supervision of the Director of Accounting, the **Accountant** fulfills a critical role to ensure broad functional effectiveness for the Accounting division. This position performs a variety of routine, transactional accounting and/or record keeping work in areas such as: accounts payable, bank reconciliations, general journal entries, account reconciliations, ad hoc reports, and other general functions and duties as assigned.

POSITION CLASSIFICATION/COMPENSATION: This position is NonClassified, Full-time, and may carry either a Nonexempt or an Exempt status under the Fair Labor Standards Act, depending upon hiring terms/conditions of employment. Actual compensation will be commensurate with specific qualifications and experience related to the position. Position is dependent upon available funding.

CORE RESPONSIBILITIES:

- Receives and processes various accounting documents to ensure completeness, accuracy, and timely submission, including purchase orders, cash receipts, invoices, travel reimbursements, revenue transfers, and intra-governmental transactions (IGTs).
- Distributes invoices to appropriate academic and administrative departments for departmental approval.
- Codes items such as invoices, expense reports, check requests, etc., with correct financial-related codes conforming to standard procedures and ensuring proper entry into the financial system.
- Investigates and resolves problems associated with processing of invoices.
- Receives, researches and resolves a variety of routine internal and external accounting-related inquiries, including communicating the resolution of discrepancies to appropriate persons.
- Maintains records of financial transactions within the department by verifying allocation and posting information to ledger system either manually or by utilizing computer software, such as Banner Finance.
- Assists with the transfers of interest.
- Performs routine, yet sometimes complex, transactional Accounting functions.
- Periodically reviews accounts payable (AP) procedures and develops and/or revises procedures as appropriate.
- Assists in compiling information needed for the year-end audit for Bluefield State College.
- Responsible for estimating and ordering of federal programs money by working with Financial Aid, Payroll, and Accounts Payable to estimate the need. Responsible for working with Accounts Receivable to process and record the receipt of money and maintain records.
- Reviews expenditures and revenues of research grants and contracts.

- Maintenance of electronic copies of contracts; monitoring and communicating with departments regarding contract renewals.
- Responds to report, audit and other information requests; supplies detailed information when requested. Forwards request materials to the appropriate departments ensuring the auditors receive the requested information timely.
- Performs other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS: Bachelor's Degree from an accredited institution required, with strong preference in Accounting, Business, or related area. Bachelor's degree must be conferred no later than 12/31/21. At least six months of accounting and/or financial experience required. Ability to learn, interpret and apply sound accounting principle according to Generally Accepted Accounting Principles (GAAP). Ability to understand accounting concepts and execute them within a financial accounting system to achieve objectives. Ability to problem-solve, and investigate/research issues and issues of precedents. Demonstrated customer service focus is a must. Attention to detail while performing effectively in a multiple deadline-oriented environment is critical. Must demonstrate ability to work effectively independently as well as a team. Computer skills, working knowledge in Word and Excel. Good oral and written communication skills. Ability to maintain, review and audit financial records. Must maintain valid U.S. Driver's License.

PREFERRED QUALIFICATIONS: BANNER financial system and *wvoasis* financial system experience desired. Knowledge of West Virginia state and institutional policies and procedures relating to the accounting process preferred.

THE COLLEGE: The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (Unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

DATE POSTED: November 15, 2021

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, Friday, December 3, 2021. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.