



Bluefield State University

Job Vacancy Announcement

Accountant

POSITION TITLE: Accountant

JVA #: 2026-46

DEPARTMENT: Finance/Accounting

About Bluefield State University: Bluefield State University is a historically Black public institution founded in 1895 and located in Bluefield, West Virginia. As a proud member of the West Virginia Higher Education system and an accredited institution, BSU offers a wide range of undergraduate programs rooted in a tradition of access, opportunity, and service. With a mission centered on serving first-generation students and communities throughout the Appalachian region, BSU is committed to academic excellence, institutional integrity, and the success of every student who walks through its doors. The University is at an exciting inflection point, actively investing in its facilities, financial infrastructure, and campus experience, and it is seeking mission-driven leaders who are ready to help shape its next chapter. For more information about the University, please visit www.bluefieldstate.edu.

POSITION SUMMARY: Under general supervision of the Director of Accounting, the Accountant performs professional accounting and financial operations in support of the University's Financial Affairs functions. The position is responsible for processing, reviewing, reconciling, recording, and reporting financial transactions; supporting accounts payable and general accounting activities; and maintaining accurate financial records in accordance with Generally Accepted Accounting principles (GAAP), institutional policies, and applicable federal and state requirements. The position also provides operational support for purchase card processing and travel reimbursement processing, responds to accounting and audit requests, and assists management with financial information and analysis.

CORE RESPONSIBILITIES:

- Processes and reviews accounting and financial documents for completeness, accuracy, proper authorization, appropriate coding, and timely Submission, including invoices, purchase orders, cash receipts, expense reports, revenue transfers, interdepartmental transactions, and other financial documents.
- Performs accounts payable activities, including reviewing invoices and supporting documentation, routing invoices to appropriate academic and administrative

departments for approval, resolving discrepancies, and ensuring transactions are recorded accurately and timely.

- Processes and reviews University purchase card transactions, including supporting documentation and receipts, verification of business purpose and approvals, appropriate accounting and financial coding, compliance with University policies and applicable requirements, and resolution of discrepancies with cardholders and departments.
- Processes and reviews employee travel reimbursement requests, including verification of required documentation, business purpose, approvals, allowable expenses, appropriate accounting codes, and compliance with University travel policies and applicable requirements.
- Maintains accurate records of financial transactions by verifying allocation and posting information to the University's financial accounting system, including Banner Finance or other designated financial systems.
- Performs bank, account, balance sheet, accounts payable, and other financial reconciliations; researches reconciling items; and makes or recommends correcting entries as appropriate.
- Prepares and reviews journal entries, trial balances, working papers, schedules, accounting reports, and other financial information used in routine financial reporting and management analysis.
- Examines accounting documents and transactions to verify accuracy of calculations, coding, supporting documentation, authorization, and compliance with applicable policies, procedures, and accounting standards.
- Receives, researches, and resolves routine internal and external accounting inquiries and discrepancies, communicating with departments, employees, vendors, and other appropriate parties to obtain information and resolve issues.
- Assists with monthly, quarterly, and year-end accounting processes, including account reconciliations, accruals, adjustments, closing procedures, and preparation of supporting and documentation.
- Assists in compiling information and documentation for the University's annual financial statement audit and other internal or external audits; responds to information requests and coordinates with appropriate departments to provide requested records timely.
- Assists with monitoring and maintaining financial records related to grants, contracts, and other restricted or designated funds, including reviewing expenditures and revenues for appropriate classification and documentation.
- Assists with transfers of interest and other routine treasury or accounting transactions as assigned.
- Assists in reviewing and improving accounts payable, purchase card, travel reimbursement, and other accounting procedures and internal controls; identifies recurring issues and recommends process improvements to the Director of Accounting.
- Provides guidance and assistance to university staff regarding accounting procedures, financial coding, supporting documentation, purchase card requirements, travel reimbursement requirements, and other financial processes.
- Prepares ad hoc financial reports and responds to requests for accounting, audit, and management information using manual methods and/or financial software.
- Maintains electronic and/or paper records of financial transactions and supporting documentation in accordance with University record-retention requirements.

- Performs other accounting, financial, and job-related duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS:

Required: Bachelor's degree from an accredited institution in Accounting, Business Administration with an emphasis in Accounting, Finance, or a closely related field.

Preferred: Additional coursework or education in accounting, finance, or business; experience in higher education accounting.

License or Certifications:

Valid U.S Driver's License.

Required Skills:

- Ability to understand, interpret, and apply accounting principles and GAAP.
- Ability to understand accounting concepts and apply them within a financial accounting system.
- Strong attention to detail and accuracy when processing financial transactions and supporting documentation.
- Ability to analyze financial information, reconcile accounts, investigate discrepancies, and resolve routine accounting problems.
- Ability to interpret and apply University policies and procedures and applicable federal and state requirements affecting accounting transactions.
- Ability to manage multiple deadlines and priorities in a deadline-oriented environment.
- Ability to work independently While also working effectively as pan of a team,
- Strong written and verbal communication skills.
- Ability lo communicate financial requirements clearly to faculty, staff, administrators, vendors, and other stakeholders.
- Working knowledge of Microsoft Excel and Microsoft Word.
- Ability to learn and use enterprise financial/accounting software.
- Ability to maintain confidential financial information and exercise sound judgment in handling financial records and transactions.
- Ability to provide responsive customer service While maintaining appropriate accounting controls and documentation standards.
- Direct experience in accounting, accounts payable, financial operations, bookkeeping, reconciliation, or a closely related financial function.

Preferred Experience:

- Banner Finance Or another enterprise financial system
- Higher education accounting
- Accounts payable
- Purchase card administration
- Employee travel reimbursement
- Bank and general ledger reconciliations
- Audit support
- Grant or contract accounting
- Experience applying institutional, state, or federal financial policies and procedures.

THE UNIVERSITY: The mission of Bluefield State University is to provide students with an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the University 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 (please detail sport-specific experience);
2. A completed BSU Employment Application (form available at <https://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).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. Bluefield State University does not provide an H1B visa or employment sponsorship.

DATE POSTED: 10/02/2026

CLOSING DATE: 10/16/2026

For full consideration, applications must be received by 4:00 pm EST, 10/16/2026. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

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