



Job Vacancy Announcement
Director of Accounting

POSITION TITLE: Director of Accounting

JVA#: 2026- 29

DEPARTMENT Finance and Administration

POSITION SUMMARY: Reporting to the Vice President for Finance and Administration/Chief Financial Officer, or the President in the absence of that position, the Director of Accounting is responsible for the day-to-day management of Bluefield State University's accounting operations, applying sound accounting principles to oversee budgeting, purchasing and procurement, accounts payable, financial accounting, and reporting. This position serves as the institution's controller and is a key financial partner in supporting BSU's modernization, resource management, and long-term fiscal sustainability. The Director of Accounting plays a central role in maintaining the integrity of the University's financial records and ensuring that BSU's financial, capital, and operational resources are deployed with integrity and aligned with the University's mission of access, opportunity, and excellence in public higher education.

POSITION CLASSIFICATION/COMPENSATION: This is a full-time, non-classified administrative position with a comprehensive state benefits package commensurate with the final candidate's qualifications and experience. The position is exempt from FLSA provisions regarding overtime. Occasional evening, weekend availability, and travel may be required. This position has been designated as essential, meaning that in the event of an institutional emergency, the employee may be required to remain at or report to work to protect, recover, and continue University operations. The position is dependent upon available funding.

CORE RESPONSIBILITIES:

Financial Operations and Accounting

- Manage the day-to-day accounting activities and fiscal records of the University, with responsibility for maximizing effectiveness in accounting practices, asset management, budgeting, financial record keeping, and reporting.
- Oversee the areas of purchasing and procurement, accounting, and accounts payable. Collaborate with the Financial Aid Office and Business Office to ensure all financial aid funds and student receivables are properly reconciled and reported.

- Collaborate with the Payroll function to ensure proper accounting for payroll transactions and adequate internal controls regarding payroll transaction processing.
- Complete major financial deliverables in compliance with Generally Accepted Accounting Principles (GAAP) and applicable federal, state, and local laws and regulations, as well as requirements of relevant accrediting agencies.
- Maintain and strengthen internal controls to mitigate risk, ensure accounting records are accurate and current, and deploy appropriate measures to minimize the risk of financial loss to the University.
- Ensure successful completion of the University's required tax filings (e.g., state sales tax returns) and ensure compliance with all applicable laws, regulations, and institutional policies related to University finances.

Budget Management and Financial Planning

- Exercise review and approval of expenditures and fund commitments and direct the University's budget and financial planning, management, and reporting activities.
- Assess the University's financial health and recommend and implement strategies to consistently achieve optimum financial health and performance, incorporating a funding model that accounts for changes in state funding levels, sponsored programs support, philanthropic giving, and investment returns.
- Forecast and monitor expenditures by projecting needs, justifying requests, allocating funds, revising priorities, and monitoring expenditures. Develop and manage the annual operating budget and prepare short- and long-range forecasts for revenues and expenses.
- Collaborate with academic and administrative offices to develop and implement budgeting processes aligned with the strategic plan and institutional priorities of the University.

Audit, Compliance, and Reporting

- Conduct a comprehensive and ongoing evaluation and documentation of accounting processes and key internal accounting controls over all University fiscal processes. Perform risk assessments, auditing techniques, and business process analysis, exercising professional judgment and knowledge of auditing and accounting standards, business practices, and financial management to identify and address internal control deficiencies.
- Interact with internal and external auditors, including State Auditors; prepare financial data, schedules, and reports required by auditors; participate in audit meetings and projects; and provide information and access to accounting records as required.
- Prepare or oversee all assigned internal and external financial reports, including monthly financial statements, cash flow reports, and program projection reports, as well as ad hoc financial forecasts as needed.
- Plan, organize, and coordinate the fiscal year-end accounting close.
- Ensure compliance with state purchasing and contracting requirements, including procurement procedures, vendor contracts, and related regulatory obligations.

Purchasing and Procurement

- Oversee purchasing and procurement functions in accordance with West Virginia state purchasing regulations and BSU institutional policies, ensuring consistent application of sound fiscal controls.
- Assist in the preparation and review of Requests for Proposals (RFPs) and Requests for Qualifications (RFQs) as needed.
- Administer and monitor purchasing procedures and recommend improvements to procurement practices, vendor relationships, and contract management processes.

Financial Systems and Technology

- Serve as a lead change agent to successfully develop and deploy modern financial information systems and procedures to promote financial stability and value-added opportunities.
- Partner with other University administrators and stakeholders to identify efficiency and effectiveness opportunities; improve fiscal resource allocation, enhance accounting services delivery, strengthen financial reporting capabilities, and develop accurate revenue forecasting tools.
- Enhance financial systems to enable leadership at all levels to access the financial data needed to make informed decisions quickly and confidently.
- Lead or actively support enterprise-wide technology analysis and implementation experience related to financial operations systems, consistent with best-practice accounting standards and state governance requirements.

Leadership and Administration

- Design, establish, and maintain an organizational structure and staffing within accounting and purchasing/procurement to effectively accomplish goals and objectives. Oversee recruitment, training, supervision, professional development, and evaluation of assigned personnel.
- Develop and implement, or contribute to the development of, financial policies and streamlined procedures consistent with established state and University systems that ensure smooth and effective operation of assigned departments.
- Document step-by-step financial procedures for accounting staff and University stakeholders and make them readily available on an ongoing basis.
- Ensure the provision of excellent customer service to students, parents, faculty, staff, and external stakeholders by fostering a responsive, value-added culture within the accounting and finance functions.
- Serve as backup to the Vice President for Finance and Administration/CFO on accounting and purchasing/procurement matters as needed.
- Lead or serve actively on appropriate University and professional committees and task forces; effectively represent the finance division to internal and external constituents.
- Perform other duties as assigned by the Vice President for Finance and Administration/CFO or the President.

MINIMUM REQUIRED QUALIFICATIONS: Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field from an accredited institution. A post-baccalaureate degree in Accounting, Finance, or Business Administration, such as an MBA or Master of Accountancy, is strongly preferred. A valid Certified Public Accountant (CPA) license and/or Certified Management Accountant (CMA) certification is also strongly preferred.

Candidates must have a minimum of five (5) years of progressively responsible managerial and supervisory experience in a high-volume financial operations environment. This experience must include responsibility for one or more of the following areas: financial transaction processing, treasury management, financial reporting, or auditing. Applicants must demonstrate experience in business process analysis, with a proven ability to improve operational effectiveness while maintaining or enhancing strong internal accounting controls.

The role also requires experience interpreting and/or auditing complex governmental laws or regulations and implementing effective policies and procedures to ensure compliance. Additionally, candidates must have experience working with State Auditors and managing institutional audit processes, as well as experience with state purchasing regulations, procurement compliance, and contract management. Valid U.S. Driver's license required.

PREFERRED QUALIFICATIONS: The ideal candidate will have ten (10) or more years of experience in one or more of the following areas: budgeting, financial transaction processing, grants and contracts administration, general financial reporting, and preparation of financial statements, along with a working knowledge of applicable federal and/or state guidelines. Financial management experience in public higher education is strongly preferred.

Candidates should also have experience using comprehensive application software systems such as Banner Finance, wvOASIS, KRONOS, or similar electronic financial processing systems. Experience developing and/or implementing an enterprise-wide financial operations system that aligns with best-practice accounting standards, state accounting mandates, and governance structure requirements is highly desirable.

Additionally, the position requires experience in either external or internal financial auditing, as well as experience with deferred maintenance planning and capital project financial tracking and reporting.

THE UNIVERSITY: Bluefield State University, a historically Black Institution, is dedicated to preparing students for meaningful careers, informed citizenship, and active community service in an ever-changing global society. We provide affordable and accessible pathways to higher education through certificate, associate, bachelor's, and master's degree programs. **BSU welcomes all qualified candidates to apply.** For more information about the University, please visit 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 BSU 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).

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

DATE POSTED: April 29, 2026

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, May 13, 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.