



Eastern West Virginia
Community & Technical College

POSITION ANNOUNCEMENT

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,
a public, state supported comprehensive institution, serving the six-county district
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

Accounting/Fiscal Services Coordinator

Position: 12 Month Regular Full-time; Benefits Eligible; Exempt Status; Non-Supervisory

Classification: Non-Classified; Serves at the Will and Pleasure of the President

Location: Main Campus, Moorefield, West Virginia

Scheduled Hours: 8:00 am – 4:00 pm; Monday – Friday; 37.5 hours/week

Department: Business Office

Reports to: Chief Financial Officer

Salary: Pay Grade 4; \$38,000 - \$52,000, commensurate with experience and education

Overview: This position performs essential accounting functions with limited supervision in order to prepare financial reports for the college according to GASB regulations. Due to the nature of this position's interaction with various departments and close collaboration with the CFO, a warm and highly professional demeanor is crucial.

DUTIES AND RESPONSIBILITIES:

- Maintains financial records in QuickBooks and schedules in Excel
- Reviews all QuickBooks transactions (i.e. purchase orders, bills, deposits)
- Processes documents in wvOASIS (state financial system) to correct errors
- Transfers funds in wvOasis and QuickBooks as needed.
- Records various manual entries in QuickBooks (i.e. payroll, deposits, monthly chargebacks)
- Prepares/Records quarterly adjusting entries in QuickBooks
- Allocates quarterly workers compensation expense to appropriate funds
- Reconciles financial records to State's wvOasis financial records on a monthly basis
- Monitors records transactions (wvOasis) from outside state agencies to the college
- Prepares quarterly financial statements
- Prepares annual financial statements, schedules, and footnotes
- Assists external auditors with compilation of annual financial audit
- Prepares/submits annual FARS closing book forms/required submissions
- Assists with administrative processes for business office to secure efficiency/compliance to policies
- Maintains non-payroll/HR business office forms (i.e. purchase orders, travel forms)
- Maintains fixed assets/depreciation records
- Maintains college department codes
- Assigns inventory stickers for tracking purposes
- Reviews/approves 1099's prepared by the State
- Serves as State Treasurer's Office contact
- Serves as Purchasing Card Coordinator; maintains required certification
- Attends trainings/meetings to maintain State/Federal requirements/certifications
- Attends State and HEPC meetings/trainings regarding requirements/GASB/reporting issues
- This list is not exhaustive and may be supplemented as necessary

Minimum Qualifications Requirements:

Education - A Bachelor's degree in Accounting (or Minor in Accounting) preferred.

Experience - At least two years of work experience in maintaining financial records/preparing financial statements, physical inventory maintenance, and budgeting processes required.



Eastern West Virginia
Community & Technical College

POSITION ANNOUNCEMENT

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,
a public, state supported comprehensive institution, serving the six-county district
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

Other Requirements - Ability to learn and apply all State and Federal regulations and institutional policies and procedures regarding financial records maintenance, budgeting processes and reporting, and purchasing guidelines; ability to develop and maintain usable financial spreadsheets; knowledge of fund accounting; ability to maintain confidentiality; effective communication skills both written and oral, and interpersonal abilities; excellent organizational and problem-solving skills; excellent time management skills and ability to meet deadlines; accuracy and attention to detail; familiarity with office management procedures and accounting principles; proficient computer skills in QuickBooks, Word, Excel and Outlook

CLOSING DATE: Resume review begins immediately. Search will remain open until the position is filled.

IMPORTANT: You may access and submit Eastern's Online Employment Application [here](#). On this online application, you can attach the following requirements or send them separately to the contact information below. All required documentation must be received by the Human Resources Office to be considered for an interview.

- A letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position and addresses the requirements listed above
- Current resume
- List of three (3) professional references familiar with your skills and performance including names, addresses, **e-mails**, and phone numbers
- Copies of all college and university transcripts

Eastern West Virginia Community & Technical College
Human Resource Office
316 Eastern Drive
Moorefield, WV 26836
careers@easternwv.edu

EQUAL OPPORTUNITY EMPLOYER