



West Virginia University at Parkersburg Position Vacancy

Accounting Assistant II

Position #20-008

Summary:

This position provides primary accounting and bookkeeping support for the WVU at Parkersburg Foundation. This position will also serve as the primary liaison for the Vice President, Institutional Advancement and the WVU at Parkersburg Foundation.

Duties:

Accounts Payable/Vendor Management

- Responsible for management of all aspects of Foundation accounts payable.
- Foster ongoing relationships with campus community and outside vendors pertaining to payment for services.
- Vendor verification and entry into QuickBooks.
- Establish and maintain records storage and filing system.
- Prepare invoices for college Foundation related activities.

Accounts Receivable

- Develop and maintain reports needed to ensure accurate reporting of Foundation cash and revenues.
- Process payments that are received in a timely manner by consistent follow up with payees.
- Troubleshoot any discrepancies and errors, correcting as needed or providing direction to others for correction.

Cash Operations/Budgeting

- Reconcile Foundation cash and President's discretionary checking account.
- Prepare bank deposits.
- Prepare and distribute monthly budget status reports to Foundation Board.

Donor Relations Activities

- Provide administrative support for Institutional Advancement and Foundation board committees, meetings and activities, including notices, agendas, minutes, media, and collateral material.
- Maintain donor database by entering gifts, generating reports, and assuring software upgrades are up-to-date.
- Prepare donor listings for the annual report.
- Schedule visits and meetings for Vice President of Institutional Advancement.
- Document meetings in files.
- Maintain an annual calendar of advancement meetings and activities.

Database and Financial Functions

- Coordinate and organize documentation for the annual audit of Foundation financial records. Maintain fiscal records and meet deadlines for reporting.
- Performs other duties as assigned.

Education/Knowledge:

- Bachelor's Degree in Accounting, Finance, or Business-related field or an equivalent combination of education and/or experience.

Experience:

- 2 years' experience in customer service
- 1 year of experience in computer applications (preferred)

Skills:

- Knowledge of accounting and record keeping.
- Computer skills utilizing Microsoft Office and QuickBooks applications.
- Mathematic and Analytical Skills.
- Interpersonal and Customer Service Skills including electronic, verbal, written, and oral skills.
- Reporting skills.
- Ability to prioritize and manage multiple projects.
- Ability to work independently and collaboratively in a structured environment.

Rate of Pay:

Non-exempt, full-time, benefits eligible, 37.5 hours per week, pay grade 3, \$13.13 per hour.

Posted: October 11, 2019

Deadline to Apply: October 25, 2019

To Apply:

Submit an Employment Application Packet and an unofficial copy of your college transcripts (if applicable) to apply@wvup.edu. A cover letter and résumé may also be included. The Employment Application packet is available via the Employment Opportunities section at www.wvup.edu.

Auxiliary aids and services are available upon request to individuals with disabilities. Please contact the Human Resources Office at (304) 424-8290 if you need assistance or reasonable accommodation with the application or hiring process.

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action institution and does not discriminate on the basis of race, sex, gender identity, marital status, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation of discrimination. Inquiries regarding non-discrimination policies may be directed to: Debbie Richards, Special Assistant to the President, 304-424-8201, WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104.