
**Accountant
Business Office**
Position # 26-026

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch in Ripley, WV, and Vienna, WV. We are not a branch of West Virginia University. We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate and bachelor's degrees.

Benefits

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans through www.peia.wv.gov and flexible benefits such as Accident Insurance, Hospital Indemnity Insurance, Critical Illness Insurance, Flexible Spending Accounts (Healthcare & Dependent Care), Health Savings Account, Dental, Vision, Short-Term Disability, Long-Term Disability, Group Legal Plan, and Hearing
- Annual and Sick leave for full time non-exempt staff, exempt staff, and 12-month faculty
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employee's spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

To Apply

- Submit an Employment Application packet available at www.wvup.edu/jobs
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.

Posted

01/05/2026 with an application deadline of 01/20/2026.

Employment Status

Non-Exempt/Classified/Hourly Staff, full-time regular, benefits eligible position.

Shift

Variable. Standard hours (Monday-Friday, 8:00 am – 4:00 pm). Full time is considered 37.50 hours a week.

Other Essential Job Requirements:

- This is an on-site position.
- Regular, predictable, and reliable attendance and punctuality are expected to ensure performance of the essential function of the job, including scheduled meetings and shifts.
- This is a 37.5 hour per week position.
- May require working alternate hours or alternate locations upon request to support campus mission.

Primary Location

Main Campus – 300 Campus Drive, Parkersburg WV 26104

Pay Grade

04 (Salary is commensurate with education and experience)

Function/Summary

The Accountant provides comprehensive financial, procurement, and administrative support to ensure efficient daily operations. This position assists with accounting functions such as processing invoices, reconciling accounts, tracking budgets, and supporting financial reporting, while also supporting procurement activities, including purchase orders, vendor coordination, contract documentation, and compliance monitoring. In addition, the role manages administrative responsibilities such as scheduling, correspondence, record retention, data entry, and coordination of meetings. The position requires strong attention to detail, confidentiality, and the ability to prioritize multiple tasks while supporting the strategic and operational objectives of both the finance and procurement offices.

Minimum Qualifications

Education:

- Required: Associate's degree in accounting, business, or related field or equivalent combination of education and/or experience.

Experience:

- Two years of experience in computer applications.
- Familiarity with financial statements, budgeting, grants, and reporting preferred.

Knowledge, Skills & Abilities

- Good verbal, written, and interpersonal communication skills
- Reporting
- Organizational
- Mathematics
- Analytical
- Basic accounting principles
- Highly autonomous

Duties/Responsibilities

35% Institutional Accounting

- Works with Chief Financial Officer to monitor the operational budget for the institution.
- Assists in the preparation of technical and financial reports.
- Interacts with staff from other departments to ensure accurate accounting.
- Creates purchase orders, GAE's, and journal entries as needed.
- Assists in the preparation and review of financial statements, reports, and analyses to support decision-making by college leadership.
- Assists and supports external and internal audit processes.
- Reviews and reconciles financial information for auxiliary units.
- Calculates state tax payables related to auxiliary unit sales.
- Maintains financial records for auxiliary units.

35% **Grant Monitoring & Accounting**

- Runs reports and reviews records and files and ensures that all assigned grants disbursements and liquidations are properly recorded in the grants database and kept current.
- Coordinates collection, entry and analysis of grant data.
- Reviews grant transactions and compares with past spending levels, approved budgets, and allowability.
- Calculates and prepares drawdowns of grant revenue complete with relevant supporting documentation.
- Assists in the creation and implementation of grant manuals.
- Initiates and submits grant monitoring, financial, and other reports by the required due dates.
- Prepares reports and records for easy review by other personnel.
- Maintains and archives related information to ensure that all records/reports are audit ready.
- Works with Business Office to prepare and submit annual SEFA reporting.

25% **Administrative Support**

- Provides administrative support to the CFO and CPO, including calendar management, scheduling meetings, and workflow coordination.
- Maintain confidentiality and discretion when handling sensitive financial, personnel, and institutional information.
- Provide administrative support for procurement activities, including purchase requisitions, purchase orders, bids, and contracts.
- Assist with vendor communications, contract tracking, and maintaining procurement records.
- Coordinate and support finance- and procurement-related meetings, committees, and working groups.
- Prepare agendas, take minutes, and follow up on action items as needed.

5% **General**

- Other duties as assigned

WVU Parkersburg is an Equal Opportunity Institution and does not discriminate on the basis of race, sex, pregnancy, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities. Further, faculty, staff, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. WVU Parkersburg will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Auxiliary aids and services are available upon request to individuals with disabilities. WVU Parkersburg provides a collegial and respectful environment that values the contribution of all faculty, staff, and students.