



The West Virginia School of Osteopathic Medicine



ACCOUNTANT

Primary purpose of this position is to perform professional accounting functions relating to internal and external financial reporting by applying general accepted accounting principles, including preparation of the annual financial statements that are externally audited. This position reports to the Controller.

Duties and responsibilities: Maintenance of accounts in Banner to compile and analyze financial information for management to determine the financial position of departments and institution. Prepare various managerial and monthly financial reports with accuracy. Coordinates with auditors all aspects of the audit process, prepares the annual financial statements that are externally audited. Assists in establishing, modifying, documenting, and coordinating implementation of accounting and accounting control procedures. Perform functional duties for Banner software, maintain upgrades, and assist others with problem solving various Banner issues. May train and coordinate activities of accounting staff and other lower-level positions performing technical and clerical accounting tasks.

Knowledge/Skills/Abilities: Knowledge of generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB) with all applications to financial reporting. Knowledge of automated accounting systems; experience with BANNER and FIMS desirable. Must have the ability to compile all financial statements, must have excellent computer skills, Microsoft, (especially software for spreadsheets, database packages, and word processing), must be able to multi task, must be able to prepare and maintain detailed and accurate reports, must have strong problem solving skills, and must be able to communicate clearly both orally and in writing.

Education and Experience: Bachelor's degree in accounting preferred, finance or related field. One year of related experience. Other combinations of education and experience may be considered.

This is a full-time, classified position, pay grade 16 with full benefits. This position is exempt from FLSA regulations concerning overtime. Starting salary is \$28,824.

Application: Qualified applicants should send a cover letter, current resume, transcript and a list of five references and their contact information to include addresses, e-mail, and phone numbers to Leslie Bicksler, Director, Human Resources. Applicants are

encouraged to send application packets via e-mail lbicksler@osteo.wvsom.edu. Material that cannot be e-mailed may be sent to Leslie Bicksler, WVSOM, 400 North Lee Street, Lewisburg, WV 24901. Applications are considered confidential, and references are contacted later in the search process. The search committee will begin its review of applications upon receipt and until the position is filled.

West Virginia School of Osteopathic Medicine is an equal opportunity employer and is committed to enhancing diversity among its faculty and staff.