

BUSINESS/ACCOUNTS ADMINISTRATOR

July 23, 2024

WVNET is seeking a detail-oriented Business/Accounts Administrator to manage service agreements, user accounts, and support our business operations. This key role will ensure smooth contract management, efficient account administration, and provide critical support to our Business Office.

Work Location: 837 Chestnut Ridge Road, Morgantown, WV, 26505

Classification: Salary, Non-Classified, Full-Time Benefits, FLSA Exempt

SALARY / BENEFITS

Starting annual salary range is \$45,000 - \$55,000 plus excellent State of WV Employee benefits: health insurance, dental, vision, hearing, Health Savings Accounts / Flexible Spending Accounts, retirement investing, and life insurance plans, short-term/long-term disability insurance, as well as, generous amounts of vacation, sick, state & federal holidays, and professional development opportunities.

MINIMUM EDUCATION

- Associate's Degree in Business Administration, Finance, or related field; or, equivalent professional experience in lieu of degree.

MINIMUM EXPERIENCE

****Details of relevant experience must be shown in your resume.***

- 1-3 years of experience in business management, finance or account administration.

PREFERRED EXPERIENCE

- Experience with wvOASIS or similar financial systems.
- Familiarity with West Virginia higher education institution operations.
- Knowledge of West Virginia State Auditor policies and procedures.

JOB DUTIES / RESPONSIBILITIES

Service Agreement Administration: Track service agreements, MOUs, and contracts renewals. Monitor renewal dates and initiate timely renewal processes. Distribute agreements to relevant higher education institutions. Send timely reminders for upcoming renewals or expirations. Maintain a centralized, secure repository of all agreements, contracts, and financial transactions. Reconcile payments with terms of agreements. Coordinate with management on customer issues and service changes. Flag discrepancies or unusual patterns for review.

Business Account Administration: Manage educational institution accounts across diverse service providers, platforms, and subscriptions, including but not limited to SignNow, Educause, and other industry-specific tools. Provide first-line support for account-related issues. Process and request new accounts, access control changes, and coordinate with service representatives for account adjustments. Maintain account security and compliance with educational data protection regulations. Generate and analyze active user reports. Oversee account management tasks: billing, renewals, in coordination with Business Operations Manager. Stay updated on all active platforms' features and policies.

Financial Support: Manage monthly P-Card reconciliations within wvOASIS. Review all Cardholder transactions and supporting documentation. Retrieve and reconcile the monthly credit card statement in accordance with WV State Auditor policies and procedures.

Administrative Support: Assist in reviewing and processing bi-weekly timecards. Provide administrative support to Business Office.

KNOWLEDGE / SKILLS / ABILITIES

- Proficiency in Microsoft Office Suite, especially Excel.
- Experience with ERP systems and payroll software preferred.
- Strong attention to detail and organizational skills.
- Excellent communication and interpersonal abilities.
- Ability to maintain confidentiality of sensitive information.
- Data entry and basic bookkeeping.
- Time management and multitasking.
- Problem-solving and critical thinking.
- Basic math and financial calculations

Equal Opportunity/Affirmative Action Employer/Veterans/Disabled

The West Virginia Network for Educational Telecomputing (WVNET) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran

status and will not be discriminated against on the basis of disability. WVNET provides a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.
