

CHIEF FINANCIAL OFFICER

July 8, 2024

WVNET seeks strategic CFO to lead financial operations, drive growth, and optimize efficiency. Join our team and let's innovate together!

The CFO's responsibilities include fiscal budget management, financial planning, financial reporting, internal controls, and analyzing the organization's financial position. The CFO will also develop and monitor budgets to ensure financial stability and growth.

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 \$95,000 - \$115,000 plus excellent WV State Employee Comprehensive Benefits of: 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. **Note: new hires who have worked at another West Virginia state government agency within the past 12 months are eligible to transfer **a)** their full balance of accrued sick leave and **b)** up to 112.5 hours of accrued annual leave.*

MINIMUM EDUCATION

- Bachelor's Degree in Accounting, Finance, or Business
- Certified Public Accountant (CPA)

MINIMUM EXPERIENCE

- 5 years of Accounting or Business Administration
- 5 years of Higher Education Administration
- 5 years of Management, Organizational, Budget

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

PREFERRED EXPERIENCE

- Ellucian Banner
- wvOASIS

JOB DUTIES / RESPONSIBILITIES

Financial and Budget Management: Oversee accounts payable, accounts receivable, contracts, cash management, and purchasing. Prepare, revise, review, and monitor the WVNET operating budget. Prepare and submit the fiscal budget and State Appropriation Request and Expenditure Schedule, including personnel services, to the West Virginia Department of Revenue and the West Virginia State Budget Office, with necessary amendments. Oversee the preparation and submission of the annual WVNET audited financial statements, reports and related information. Manage the operation of two separate financial systems: wvOASIS and Banner. Advise the Executive Director on critical budget and spending issues and prepare ad hoc reports as needed. Review financial progress and make necessary close outs and modifications, including adjustments in expenditure and revenue areas. Create, develop and maintain a chart of accounts to support current operations and future service expansions. In coordination with the WV Higher Education Policy Commission (WVHEPC), review and respond to auditors' annual financial statement audit. Supervise the submission of reports required by the Board of Risk and Insurance Management and other agencies. Directs grant financial management and reporting process according to state and federal requirements.

Advanced Budget Analysis and Strategic Planning: Develop budget forecasts for various scenarios to assist in decision-making. Participate in high-level decision-making to emphasize budgetary impacts. Assist the Executive Director with questions posed by the WVHEPC financial working sessions. Develop the annual budget proposal for submission to the Higher Education Policy Commission, for the Executive Director's approval.

Supervision of Payroll, Purchasing, Accounting, and Auditing Functions: Supervise payroll, purchasing, accounts payable, and accounts receivable functions. Participate in contract negotiations for major purchases as needed. Participate in GASB and GAAP closing and wvOASIS training sessions. Serve as the principal contact on financial issues with the West Virginia State Budget Office, the West Virginia State Auditor's Office, the West Virginia Treasurer's Office, WVHEPC, and the Colleges and Universities.

Executive-Level Participation: Participate in creating, modifying, and reviewing policies, procedures, projects, proposals, and documents related to fiscal management and expenditures. Lead short- and long-range financial planning activities. Incorporate management requests into the annual capital budget process.

Department Manager: Oversee and manage personnel within the Business Office department. Resolve issues related to staff and departmental operations.

KNOWLEDGE / SKILLS / ABILITIES

- Extensive knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
- Deep understanding of governmental fund accounting practices and procedures.
- Proven ability to interpret and apply federal and state policies and regulations effectively.
- Strong analytical reasoning and advanced problem-solving skills.
- Expertise in utilizing computerized accounting systems for efficient financial management.
- Strong team-building skills to foster collaboration and productivity.
- Skilled in budget forecasting and long-term financial planning.
- Proven ability to plan, organize, and prioritize tasks to meet organizational goals.
- Excellent verbal and written communication abilities.
- Familiarity or understanding of higher education administration functions.
- Experienced in effective management and organizational skills.
- Ability to implement and oversee efficient internal controls and procedures.
- Ability to express complex and technical elements of accounting and financial management.

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.
