



Financial Reporting Manager Position Description

Job Title:	Financial Reporting Manager
Department:	Volunteer West Virginia
Reports To:	Executive Director
Pay Range:	\$54,842-97,037 (Procurement Specialist- Class Code 9173)
FLSA Status:	Exempt
Prepared:	April 22, 2026

Position Details and How to Apply

The Financial Reporting Manager is responsible for the administration, oversight, and financial management of all operations, revenue, and expenses for the organization including but not limited to the federal grants for Volunteer West Virginia. The role involves comprehensive reporting and ensuring compliance with federal and state regulations. The position requires full-time work during business hours, Monday through Friday.

This job opportunity is not a Civil Service position and is not covered under the Administrative Rule of the WV Division of Personnel. The state of West Virginia offers competitive benefits. Remote work is not permitted. Limited travel is required.

Cover letters may be addressed to Executive Director Jessica Sammons. Please email a resume and cover letter to Perri.K.Bone@wv.gov.

Financial

- Follows all guidance and protocols from the Department of Tourism regarding financial procedures
- Supervises the day-to-day payment and audit of all agency financial transactions, including time and effort reporting, payroll cost allocations, recovery of indirect costs, and procurement practices
- Performs final agency administrative review of grants and subagreements, invoices, contract and bid documents
- Oversees preparation and approval of quarterly and semi-annual reports to federal funders and the Commission's Finance & Audit Committee.
- Supports the Executive Director in reporting to legislative and other stakeholders about financials.
- Responsible for financial management of federal grant funds, including all required tracking and reporting
- Manages and reconciles the agency's purchasing card, ensuring all invoices are paid and that fiscal paperwork is complete.
- Directs the office purchasing process, ensuring all paperwork is tracked, and staff remain compliant with fiscal policies.

Compliance and Accountability

- Establishes compliance standards for Commission personnel responsible for administering a portfolio of federal grants, accomplished through the creation and implementation of a comprehensive fiscal policy manual.



- Creates financial systems to ensure that all expenditures, grants, and cooperative agreements made by the Commission comply with CFR2520 and other federal and state rules and regulations
- Analyzes federal and state regulations and statutes, interprets them for staff and sub-grantees, and develops standardized written guidance for staff, commissioners, and sub-grantees detailing compliance procedures.
- Facilitates fiscal site visits to all AmeriCorps programs, providing necessary technical assistance and re-training when necessary
- Ensures compliance with current federal and state regulations, communicating all modifications to relevant stakeholders.

Administration

- Develops research summaries and reports concerning timekeeping, budget-to-actual comparisons, and the state systems governing finance, audit, budget, and procurement for the Executive Director.
- Liaise with Tourism administration regarding protocols for financial transactions, payroll and other necessary systems
- Serve as staff representative to the Commission's Finance and Audit committee
- Ensures staff understand administrative requirements related to purchasing, expenses, and reimbursement processes.
- Provides training to staff and Commissioners on financial policy and procedure
- Develops, organizes, and conducts comprehensive training sessions and workshops for AmeriCorps program staff as needed

What We Are Looking For

Knowledge, Skills and Abilities

- Knowledge of generally accepted accounting theories, principles, methods, practices and terminology.
- Knowledge of state and federal grants procedures and reports, especially eGrants, Business Intelligence and Oasis.
- Experience with CFR guidelines, particularly CFR 2520
- Knowledge of the state procurement and bidding procedures.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret and explain laws, rules and regulations.
- Ability to maintain a favorable working relationship with a wide variety of professional and voluntary groups.
- Ability to learn and retain information pertaining to grant guidelines, procedures, preparation, submittals, record keeping and reporting.
- Ability to draft policies, procedures, rules and regulations
- Ability to keep accurate records and to prepare written reports pertaining to financial status and progress in a clear, concise form.
- Ability to issue and follow oral and written instructions and exercise sound judgment
- Ability and willingness to travel several times a year within West Virginia and, occasionally, out of state
- Volunteer West Virginia is an Employer of National Service. We welcome applications from AmeriCorps or Peace Corps Alumni or those with previous experience working in a civilian service program.

Preferred Qualifications



Training: Graduation from an accredited four-year college or university with a major in accounting, finance, business administration or other related field

Substitution: Additional qualifying experience as described below may be substituted for the required training on a year-for-year basis.

Experience: Three years of full-time or equivalent part-time paid experience in grants management or public funds administration.

Substitution: Master's degree in business or economics, finance, business management, accounting, or a closely related field, from an accredited college or university, may be substituted for one year of the required experience