

**JEFFERSON COUNTY SCHOOLS**  
**Job Description**

**POSITION:** Accountant III/Accounts Payable – Office of Finance

**IMMEDIATE SUPERVISOR:** Assistant Treasurer

**FLSA STATUS:** Non-exempt

**EMPLOYMENT TERM:** Minimum 261 days annually, pursuant to WV Code §18A-4-8

**SALARY:** Pursuant to WV Code §18A-4-8a, in accordance with Jefferson County Salary Scale, **Pay Grade F** commensurate with experience and education level

**EVALUATION:** Performance in this position will be evaluated annually by the immediate supervisor(s) and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and JCBOE’s Evaluation Policy for Service Personnel

**JOB SUMMARY:** The Accountant III position requires performance of varied and complex accounting and clerical work in the Office of Finance.

**PERFORMANCE RESPONSIBILITIES:**

- Reconciles monthly vendor statements with identification and resolution of any discrepancies
- Accrue, enter, and maintain all Jefferson County Schools accounts payable invoices in WVEIS including the identification and resolution of any discrepancies along with a summary of resolutions report
- Cross training with payroll in order to provide assistance on an “as needed” basis
- Accrues, enters, and maintains records for all accounts payable checks
- Assist with the End of Fiscal Year Reporting including the summation of outstanding payables
- Assist with the Annual Budget preparation and submission to the Board of Education for approval
- All other duties as assigned
- Responsible for maintaining current and accurate knowledge of the West Virginia laws and regulations as they relate to the accounting practices and procedures performed by the Finance Department and its schools assigned subsidiaries
- Identifies, retrieves, enters, and interprets data from West Virginia Education Information System (WVEIS) for the detection and identification of discrepancies as related to all accounts payable, vendor, and/or personal payments issued weekly
- Act in concert with the Principals at each school location as the liaison between the school secretaries and the Department of Finance
- Provide instruction, training, and oversight for ISAC (Individual School Accounting System)

- Assists in the monthly reconciliation of the School General Funds Financial Report, identify and investigate any discrepancies contained in the Monthly Bank Statement as necessary
- Ensures concise End-of-Year Financial reports from School Secretaries
- Observes assigned work schedule, maintains punctuality and accuracy for all work in the department, complies with and reviews county/school policies, proper accounting practices, and completes tasks assigned with minimum supervision
- Maintains, updates, and administers reports from the West Virginia Education Information System (WVEIS) as required
- Assists in the receipt of and reconciliation of all cash received by personnel in the Board of Education Office
- The employee must demonstrate tact and self-control in addressing issues brought to the Finance Department through any communicable means
- The employee will maintain all vendor records within WVEIS
- The employee must continually increase their knowledge of and proficiency of all aspects of:

The Accounts Payable process

The Process of Approval for all Purchase orders and Requisitions

The maintenance of invoices and receiving reports

The accruing of invoices pending payment

- The employee must exhibit an unbiased attitude toward fulfillment of the goal/initiatives of the Jefferson County School Board and the Office of Superintendent
- The employee must act as an agent of the Jefferson County Schools in all matters of communications and services provided by the Finance Department
- The employee must be willing to adjust work hours to meet the needs of the department, the assigned duties of the job, or the direction requested by the Superintendent
- The employee must maintain proficiency in all office equipment and machinery designated by the department as needed
- The employee must reconcile all checks to the accounts payable invoices before submission of payment

### **QUALIFICATIONS:**

High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test(s)), as required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Accountant III** means a person employed in the county board office to manage and supervise accounts payable, payroll procedures, or both.

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### **PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk, use fingers, tools and/or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will **lift up to 50 pounds** such as to lift files and paper.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this work environment is usually quiet to loud (40-90 dB) depending on the assignment of the position. The employee continuously is interacting with the public, students and staff.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

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