

JEFFERSON COUNTY SCHOOLS
Job Description

POSITION: Accountant III/Secretary III – General – 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/Secretary III position requires performance of varied and complex accounting and clerical work in the Office of Finance.

PERFORMANCE RESPONSIBILITIES: Additional Duties may be assigned.

- Maintain confidentiality, unquestionable integrity.
- Provide secretarial, bookkeeping and administrative support.
- Reconcile and prepare bank statements for all bank accounts via WVEIS
- Enter cash receipts into WVEIS, maintain receipt book for and reconcile all cash received to include proper account coding, transaction reports, preparation of and submission of all deposits through the Board of Education
- Utilize the VISTA system to track payments made by the State of WV
- Act as a complete backup for processing weekly account payables to include all responsibilities of Accounts III – Accounts Payable
- Assist with annual budget preparation
- Enter monthly recurring budget and adjusting journal entries to include proper approval both locally and at the state level
- Board packet preparation
- Update account codes on professional leave forms, as needed
- Invoice reimbursable expenses, substitute costs, building use and miscellaneous
- Match account codes to appropriate budget line items
- Maintain spreadsheets as needed (e.g., child nutrition, community education income)
- Process all purchase orders for county and school level purchasing
- Facilitate purchase order questions and assistance for compliance with purchasing policy
- Assign vendor numbers in WVEIS, as needed, and assist with vendor information requirements
- Process monthly childcare reimbursement benefit, including monthly check, verification and spreadsheet maintenance

- Process tuition reimbursement benefit submitted via Human Resources Office
- Act as liaison for ISAC accounting system to school secretaries, faculty senate and county staff and assist with implementation of new accounting software and training, as needed
- Monitor monthly and year end submission of financial reports for schools, faculty senate and booster organizations where applicable
- Assist with fraud investigation at the school and county level
- Assist with annual audit preparation and reconciliations
- Assist with the management and tracking of fixed assets in WVEIS including additions, disposals and transfers
- Prepare journal entries for the transportation allocations submitted by the transportation department
- Maintain current and accurate knowledge of WV laws and regulations as they relate to the accounting practices and procedures performed by the Office of Finance and the schools
- Ensure concise end-of-year financial reports from school secretaries
- Observe assigned work schedule, maintain punctuality and accuracy for all work in the department, comply with and review county/school policies, proper accounting practices, and complete tasks assigned with minimum supervision
- Maintain, update and administer reports from the WVEIS as required
- Adhere to confidentiality in all aspects of work environment
- Demonstrate tact and self-control in addressing issues brought to the Office of Finance
- Exhibit an unbiased attitude toward fulfillment of the goal/initiatives of the Jefferson County Board of Education and the Superintendent of Schools
- Act as an agent of the school system in all matters of communications and services provided by the Office of Finance
- Adjust work hours to meet the needs of the department, the assigned duties of the job or the direction requested by the Superintendent

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. **Secretary III** means personnel assigned to the county board office administrators in charge of various instructional maintenance, transportation, food services, operations and health departments, federal programs or departments with particular responsibilities of purchasing and financial control or any person who has served for eight years in a position which meets the definition of ‘secretary II’ or ‘secretary III.’” (Pursuant to WV Code §18A-4-8)

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.

Accountant III/Secretary III – General – Office of Finance 4/2012