

JOB DESCRIPTION

POSITION: Substitute Accountant

IMMEDIATE SUPERVISOR: Chief Financial Officer

FLSA STATUS: Exempt

EMPLOYMENT TERM: 261 days (half time) annually, pursuant to WV Code 18.5-45; Extended employment terms may be established by JCBOE

MINIMUM QUALIFICATIONS: Bachelor Degree (required)
Major and/or minor in Accounting and/or Information Technology (preferred)
CPA (preferred)

SALARY: Pursuant to WV Code 18A-4-8a, in accordance with the Jefferson County Salary Scale

EVALUATION: Performance in this position will be evaluated by the Chief Financial Officer And in accordance with WV State Code

JOB SUMMARY: Minimum 5 years prior Business/Financial/Accounting office experience
Ability to demonstrate proficiency in bank reconciliations (electronic)
Ability to assist and direct the analysis necessary for the completion of reconciliations, month end reporting and discrepancy researching
Demonstrated proficiency in MS Word, Excel, Access, Outlook and Sequel Viewpoint

PERFORMANCE RESPONSIBILITIES:

Cash Management and General Ledger Reconciliations:

1. Reconciliation of Monthly Bank statements with cash balance in West Virginia Education Information System (WVEIS); researching and resolving any discrepancies; correcting and/or updating entries prior to next month close
2. Reconciliation of all cash transactions with closing bank statements
3. Assist Benefit Coordinator with account coding and daily receipting of insurance benefits for both retirees and employees on leave of absences to include support to Assistant Treasurer for processing ACH transactions
4. Track, manage, and reconcile State issued Pcard accounts
5. Prepare and post adjusting journal entries into WVEIS system

Fixed Assets:

1. Assist Assistant Treasurer with maintaining and manage all fixed asset files in WVEIS to include but not limited to:
 - Additions
 - Disposals
 - Transfers
2. Provide needed reporting for replacement values for insurance purposes
3. Monitor all insurance claims to include receivables for financial statements

Payroll:

1. Provide back up support to Senior Accountant/Payroll and Employee Services for processing bi-weekly payroll

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2. Assist Senior Accountant/Payroll and Employee Services with reconciliation of payroll related reporting to include: dental, vision, 457 retirement plan, annuities, workers compensation, unemployment, retirement, Public Education Insurance Agency (PEIA), 941 and State taxes
3. Responsible for processing additional checks for November, March and May
4. Process wage garnishments as needed
5. Process seasonal coach supplemental pay
6. Coordinate electronic import of timesheets

Other:

1. Responsible for financial board packet information deadlines
2. Coordination of required contract information for audit purposes to meet State Compliance Supplement

Performance Expectations and Standards:

1. 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 it's school assigned subsidiaries
2. Maintains, updates, and administers reports from the West Virginia Education Information System (WVEIS) as required
3. Assist with fiscal year end, calendar year end, financial statements, budget and audit preparation
4. All other duties as assigned

Public and Employee Relationship:

1. The employee must demonstrate tact and self-control in addressing issues brought to the Finance Department through any communicable means and act as liaison between office personnel
2. The employee must maintain current with all Accounting Procedures for WV Schools
3. The employee must continually increase their knowledge of and proficiency of all aspects of:
 - The generally accepted accounting procedures (GAAP)
 - The cash management rules and updates
4. The employee must exhibit an unbiased attitude toward fulfillment of the goal/initiatives of the Jefferson County School Board and the Office of Superintendent, and the satisfaction of all audit requirements of the schools
5. The employee must be willing to adjust work hours to meet the needs of the department, the assigned duties of the job, the satisfaction of the primary responsibility for proper financial and fiscal management, or the direction requested by the Superintendent

QUALIFICATIONS:

Criminal background check conducted pursuant to WV Code §18-S-1Sc and/or §ISA-3-10, as appropriate; Meet the qualifications as outlined in WV Code §18A-3-2a.

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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 may frequently lift and/or move at least 50 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to

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meet multiple demands from several people and interact with the public and other staff members.

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 the 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.