

PLEASANTS COUNTY SCHOOLS



Job Description- Professional Accountant

Immediate Supervisor:	Superintendent and/or designee; Director of Finance (CSBO)
Evaluation:	Performance in this position will be evaluated by the superintendent (or his/her designee) in accordance with WV State Code §18A-2-12 and WV State Board Policy 5310
FLSA Status:	Exempt
Term of Employment:	261 Days
Salary:	Determined by Professional Pay Scale
JOB GOAL:	To assist the Director of Finance (CSBO) in the effective and efficient management of Pleasants County Schools.

QUALIFICATIONS:

- Possess CPA, MA, or BA in Accounting and/or Business Administration with a specialization in Accounting or other related Business area.
- Ability to understand and follow written and oral instructions.
- Working knowledge of preparation and management of budgets.
- Ability to work cooperatively with other departments.
- Computer and technology skills to include competency in programs including but not limited to Microsoft Office, WVEIS and other computer programs.
- Excellent previous evaluations, attendance, punctuality and references.
- Evidence of ability to adhere to federal, state and local laws and policies.
- Skill in practice of good public relations with the ability to establish and maintain effective working relationship with staff members and the general public.
- Thorough knowledge and experience in establishing and maintaining good office practice.
- Any additional combination of training and experience which would lead to successful employment.

PROFESSIONAL WORK HABITS

- Demonstrates behavior that reflects established professional responsibilities (i.e. attendance, punctuality and verbal/nonverbal communication).
- Adheres to established laws, policies, rules and regulations.
- Interacts appropriately with others.
- Participates in activities that foster professional growth.

- Is punctual with reports, assignments, records, and in reporting to work.
- Commands respect by example in appearance, manners, behavior and language.

ESSENTIAL FUNCTIONS OF THE JOB:

- In consultation with the CSBO/ Director of Finance, the Professional Accountant works with financial accounting functions of the Board including but not limited to accounts payable, benefits, purchasing, payroll, accounts receivable and fixed assets.
- Gain a working computer knowledge that includes but not limited to Employee Management System (payroll system), Financial Management System (accounts payable and accounts receivable) and Human Resource Management System on WVEIS and the accounting program used by the individual schools.
- Gain a working knowledge of WVDE Purchasing Policies for purchasing responsibilities.
- Monitor the Workers Compensation claims, medical leave and/or Family Medical Leave Act.
- Assist in developing improved financial accounting procedures for the various programs in the county.
- Assist in the audits and reconciliations of the individual schools and/or assist independent auditors with audits of the county and individual schools.
- Assist in preparation of the annual budget and annual financial statements.
- Assist in monthly closing and preparation of monthly financial statements.
- Assist in preparation of the first and second month certified list.
- Assist in the training of new personnel on accounting related procedures.
- Attend local and state meetings as requested.
- Perform such other tasks and assume such other responsibilities as the superintendent or immediate supervisor may from time-to-time assign.

Approved: January 11, 2024