



JOB DESCRIPTION

Accountant III / Accounts Payable Supervisor

<i>Supervisor</i>	Treasurer / Chief School Business Officer
<i>Employment classification</i>	Service
<i>FMLA classification</i>	Non-exempt
<i>Employment term</i>	261 days
<i>Pay grade</i>	Accountant I: D Accountant II: E Accountant III: F <u>Accounts Payable Supervisor: G (per WV Code 18A-4-8, multiclassification results in payment at the highest pay grade of the classifications involved)</u>
<i>Evaluation</i>	To be conducted by supervisor per West Virginia Board of Education Policy 5314 and Roane County Board of Education Policy 4220.
<i>Statutory authority</i>	West Virginia Code §18A-4-8 defines the members of this class as follows: <i>Accountant I</i> – A person employed to maintain payroll records and reports and perform one or more operations relating to a phase of the total payroll. <i>Accountant II</i> – A person employed to maintain accounting records and to be responsible for the accounting process associated with billing, budgets, purchasing, and related operations. <i>Accountant III</i> – A person employed in the county board office to manage and supervise accounts payable, payroll procedures, or both. <u><i>Accounts Payable Supervisor</i> – A person employed in the county board office who has primary responsibility for the accounts payable function and who either has completed twelve college hours of accounting from an accredited institution of higher</u>

education or has at least eight years of experience performing progressively difficult accounting tasks. Responsibilities of this class title may include supervision of other personnel.

Responsibilities

1. Follow procedures to maintain confidentiality of all data.
2. Prepare a schedule of accounts payable and receivable.
3. Prepare cash disbursement reports.
4. Prepare checks to pay bills.
5. ~~(Accountant III only)~~ Input, prepare, and reconcile data to process payroll statements.
6. ~~(Accountant III only)~~ Prepare and input individual employee's earnings records.
7. ~~(Accountant III only)~~ Make salary adjustments.
8. Given approved requisitions, prepare purchase orders and distribute to responsible personnel.
9. Verify the budget code and vendor address on all purchase orders.
10. Maintain alphabetical files on completed and pending purchase orders.
11. Maintain running record of all blanket purchase orders and documentation sufficient to reconcile.
12. Verify invoices with receiving copies of purchase orders.
13. Notify vendors regarding proper billing and credit of purchase orders.
14. Receive invoices, audit for accuracy, and match with purchase order receipts approved for payment.
15. Organize monthly bills for payment on a prescribed time schedule in accordance with data processing procedures.
16. Prepare payments for presentation to Board and process in a timely fashion upon approval.
17. Maintain a file of paid orders which includes copies of purchase order receipts, invoices, and check copies.
18. Reconcile accounts.
19. ~~(Accountant III only)~~ Maintain financial records on all employees with salary and related information.
20. ~~(Accountant III only)~~ Issue Federal form W-2 withholding statements to employees.
21. Request and maintain W-9 for each new vendor.
22. Issue Federal form 1099-MISC to vendors.
23. Bill and receive payment for supplemental pay.
24. ~~(Accountant III only)~~ Work with travel authorizations and verify expense accounts to travel policy.
25. ~~(Accountant III only)~~ Audit individual school accounting records.
26. Invoice vendors for services rendered or reimbursements.
27. Receipt, code, and post all revenue.
28. Prepare and make bank deposits.
29. Reconcile monthly bank statements.
30. Maintain a purchase order log.
31. ~~(Accountant III only)~~ Prepare payroll deduction invoices.
32. Maintain a self-regulating work ethic and attention to timeliness, efficiency, and effectiveness.
33. Perform other duties as assigned by supervisor.

Qualifications

1. High school diploma or equivalent.

2. Currently hold or previously held classification of Accountant, or passage of state competency exam for Accountant.
3. Per WV Code 18A-4-8, must have completed twelve college hours of accounting from an accredited institution of higher education or have at least eight years of experience performing progressively difficult accounting tasks.

Physical demands

This position may involve light to moderate lifting, reaching, and grasping, with frequent, short periods of walking, standing, and sitting. The position may also require the ability to clearly see, hear, read, write, talk, and type as necessary for communication with colleagues, students, and members of the community and the operation of computer applications. Most educational settings occur indoors with low to moderate sound levels, though exceptions may include outdoor activities for recess, physical activity, etc., and louder environments such as gymnasiums, auditoriums, musical performance spaces, etc.

Reasonable accommodations will be made for individuals with disabilities both temporary and permanent.

Adopted by the Roane County Board of Education on _____