

MASON COUNTY SCHOOLS

Job Description

POSITION: Accountant I, II, III

IMMEDIATE SUPERVISOR: Chief School Business Official

EMPLOYMENT TERM: 261 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by MCBOE

SALARY: Pursuant to WV Code §18A-4-8a, in accordance with Mason County Salary Scale, commensurate with experience and education level.

EVALUATION: Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and MCBOE Guide to Performance Evaluation for Service Personnel

JOB SUMMARY: Accountant I (D) Personnel employed to maintain payroll records and reports and perform one or more operations relating to a phase of the total payroll. Accountant II (E) Personnel employed to maintain accounting records and to be responsible for the accounting process associated with billing, budgets, purchasing and related operations. Accountant III (F) Personnel who are employed in the county board of education office to manage and supervise accounts payable and or payroll procedures. WV §18A-4-8

PERFORMANCE RESPONSIBILITIES:

Additional duties may be assigned.

1. Maintains positive work habits.
2. Maintains accounting records and is responsible for the accounting process.
3. Is responsible for the process dealing with payroll remittance and distribution.
4. Maintains files related to purchasing and payment to vendors associated with both payroll and accounts payable as needed.
5. Submits accurate and timely reports for payments to vendors.
6. Works daily with the WVEIS FMS and EMS program and computer and calculator.
7. Handles telephone calls with professional manner, attitude and demonstrates a willingness to be helpful to resolve issues.
8. Assists employees with benefit enrollment, changes, terminations and retirement reporting needs. Includes but is not limited to the following benefits: PEIA health and life, vision and dental.
9. Assists employees with optional payroll deductions as approved and maintained per the Finance Department.
10. Is responsible for the accounting process partly associated with payroll input, supplemental pay contracts and payments, reconciliation of deductions to remittances, and, assisting with annual reports as needed.
11. Makes reports that are the result of the accounting function.
12. Works closely and cooperatively with external auditors and others engaged to oversee and/or report on the operations of the Board.
13. Prepares payroll reports as needed.
14. Prepares, enters and records all disbursements of Board funds as needed.
15. Assists with employee-related injury reporting and the occasional reporting related to separation from employment.
16. Prepares verification of employment requests by third-parties when initiated by an employee and/or a regulatory reporting agency as needed.
17. Assists with the calculation and preparation of employee travel reimbursement requests as needed.
18. Assists with the Payroll process as deemed necessary by the Treasurer.

19. Performs any other related duties, reports, communications and analyses as directed by the Treasurer.

- Other duties as assigned by the Superintendent or his/her designee.

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) as required.

1. 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. Demonstrated ability to key data entry and operate a computer efficiently.
 2. Must possess oral and written communication skills necessary to deal appropriately and tactfully with other employees of the school system and with members of the public.
 3. Possess and demonstrates strong mathematical skills to understand accounting transactions and data computation.
 4. Ability to perform bookkeeping, filing tasks, and to organize information materials in an accurate and uniform manner.
 5. Ability to conduct accounting operations which include payroll production, payroll deduction remittance reconciliation, and, numerous other daily accounting reconciliations and reporting.
 6. Exhibits the ability to quickly grasp new material and/or procedures and the desire to improve on skills.
 7. Experience in use and operation of the FMS program and EMS (WVEIS program).
 8. Exhibits a working knowledge of various other computer programs including but not limited to Microsoft Word Processing, Excel Spreadsheets and Outlook Email and Calendar systems.
 9. Ability to use various office equipment including but not limited to: Calculator, desktop computer, scanner, copier, fax, postage machine and a folder/insert mailer.
 10. Ability to work effectively under pressure to meet deadlines.
 11. Ability to work alone and as a member of a team to accomplish the goals of the school system's Finance Department.
- Demonstrate adherence to schedules; being punctual.
 - Demonstrate flexibility and adjusting to change.
 - Demonstrate courtesy and tactfulness in interpersonal relations.
 - Demonstrate dependability.
 - Demonstrate understanding and implementing responsibilities.
 - Demonstrate ability to use good judgment and make good decisions.
 - Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position.
 - Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position.
 - Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position.
 - Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position.
 - Ability to accurately perform assigned tasks.

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 frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least pounds 75 of materials, children, etc. 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 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. While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment while performing the duties of this job. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is moderate to loud, due to the use of power tools.

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.