

Professional Accounting Coordinator

REPORTS TO: Treasurer and Chief School Business Official

JOB DESCRIPTION:

Assists the Treasurer and Chief School Business Official with all financial accounting functions of the Board including purchasing and accounts payable. Includes the accounting operations of the individual schools and the central office Accounts Payable Department, in accordance with governing laws, policies and procedures of the State of West Virginia, the West Virginia Department of Education and Fayette County Schools.

QUALIFICATIONS:

- Bachelor's degree with major in accounting or business administration with a minimum of 24 credit hours in accounting.
- Ability to interpret and relate financial documents.
- Experience in data processing, with a proficiency in Microsoft Word, Excel and Outlook.
- Experience in school board accounting preferred.
- Experience in auditing preferred.

RESPONSIBILITIES:

- In absence of the Treasurer and Chief School Business Official, serve as immediate supervisor to employees assigned to the Accounts Payable Department.
- Demonstrate leadership and support in areas of responsibility.
- Assist in budget preparation.
- Assist in preparing the Annual Financial Statements.
- Prepare local, state and federal financial reports and data as required.
- Oversee processing of accounts payable check runs.
- Act as general accountant and preserve all accounts, vouchers and contracts relating to the operating of Fayette County Schools.
- Disburse funds on behalf of the school system.
- Prepare and process accounts payable invoices including those related to employee travel, staff development registrations, and food service.
- Ensure the maintaining of current contracts with athletic officials.
- Supervise and oversee the accounting function of the 18 school bookkeepers.
- Supervise and facilitate staff development delivered to school bookkeepers.
- Oversee trouble shooting that may arise with the accounting software.
- Supervise the collection and review of monthly and annual financial reports from the individual schools.
- Monitor outstanding checks in order to annually compile and submit the WV Unclaimed Property Report.
- Monitor and administer the system's purchase card.
- Maintain the fixed asset inventory system and calculate annual depreciation.
- Recommend changes and improvements to the accounting functions.
- Maintain professional work habits.
- Maintain and upgrade professional skills.
- Perform other duties as assigned by the Treasurer and Chief School Business Official.

SALARY: Teacher's salary based on degree level and experience plus Central Office Coordinator daily supplement

EMPLOYMENT TERM: 261 days