

Professional Accountant

JOB DESCRIPTION:

To efficiently and expeditiously administer the operations of the finance department. 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.

DUTIES:

- Act as general accountant and preserve all accounts, vouchers and contracts relating to the operating of Fayette County Schools.
- Demonstrate leadership and support in areas of responsibility.
- Disburse funds on behalf of the school system.
- Prepare and process accounts payable invoices which may include those related to employee travel, staff development registrations, food service and supply purchases.
- Maintain current vendor list.
- Maintain current contracts with athletic officials.
- Oversee the accounting function of the 18 school bookkeepers.
- Provide staff development to school bookkeepers on a regular and on-going basis.
- Problem solve with school bookkeepers on issues that may arise with the accounting software.
- Collect and review monthly and annual financial reports from the individual schools.
- Perform annual audits of the individual schools.
- Process accounts receivable.
- Prepare and Process utility payments.
- Maintain county copier contracts and process invoices for payment.
- 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/Chief School Business Official.

SALARY: Based upon teachers' salary scale as to degree and school-related accounting experience, plus \$500 administrative supplement.

EMPLOYMENT TERM: Twelve calendar months (261 days)