

POSITION: Accounts Payable Supervisor

REPORTS TO: Treasurer and Chief School Business Official

DESCRIPTION: 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 courses from an accredited institution of higher 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.

QUALIFICATIONS:

1. High school diploma or GED required.
2. Personnel must be or have been classified in this category.
3. Completed twelve college hours of accounting courses from an accredited institution of higher education **or** have at least eight years of experience performing progressively difficult accounting tasks.
4. Ability to work well with others.
5. Specialized training and experience in general office procedures and accounting practices preferred.

RESPONSIBILITIES:

1. Assuring Accounts Payable payments are processed within 30 – 45 days.
2. Process Accounts Payable check runs.
3. Working knowledge of West Virginia Department of Education Policy 8200 – Purchasing Policy and applicable Fayette County Board of Education policies.
4. Calendar year-end processing of IRS 1099 forms for vendors.
5. Fiscal year-end processing for Accounts Payable.
6. Work closely with other Accounting staff.
7. Maintain working knowledge of accounting software eSchoolmall and School Funds Online.
8. Provide backup and support for Accounts Payable staff as needed.
9. Other related duties, as assigned.

SALARY: Pay Grade: G

EMPLOYMENT TERM: 261 Days