



GRANT COUNTY SCHOOLS
204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Accountant III

QUALIFICATIONS:

- High School Diploma or GED
- Hold or qualify for Accountant Classification according to WV Code
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

SUPERVISOR:

Director

CLASSIFICATIONS:

ACCOUNTANT III: personnel employed in the county board office to manage and supervise accounts payable, payroll procedures, or both.

PERFORMANCE STANDARDS

Maintaining positive work habits

1. Observation of work hours.
2. Attendance (in terms of general consistency and reliability - failure to come to work or provide proper notification of absences shall be considered willful neglect of duty)
3. Compliance with rules.
4. Safety practices.
5. Meeting schedules.
6. Accepting change.
7. Appearance of work area.
8. Initiative.
9. Attitude.

Performing duties efficiently and productively

1. Work judgments.

2. Planning and organizing.
3. Quality of work.
4. Accepting responsibility.
5. Following instructions.
6. Efficiency under stress.
7. Work coordination.

Maintaining and/or upgrading skills

1. Knowledge of work.
2. Job-related training.

DUTIES AND RESPONSIBILITIES:

1. Preparation and processing of the semi-monthly payroll cycle for all employees of Grant County Schools.
2. Compiles and maintains all payroll records and subsequent information contained within.
3. Responsible for the verification, accuracy, completeness, and the approval of all source documents as they relate to the processing and administration of payroll.
4. Reconciliation and summary of all transactions and data entry relative to payroll administration and issuing the W-2's and other tax related documents.
5. Assures that all salaries, wages, benefits, supplements, etc. are computed and paid in accordance with and conforms to federal and state laws, in addition to the Grant County School Policies and/or contained within specific employee contracts.
6. Identifies, reconciles, and reports on all discrepancies within the payroll administration functions and summarizes the actions taken to resolve any discrepancies found.
7. Accrue, enter, maintain and administer all benefit, garnishment, and/or elected deductions, direct deposit records, and correspondence generated from employee payroll changes.
8. Reconcile all employee verification request regarding payroll.
9. Prepare and submit all employee payroll deduction/withholding reports in accordance with promulgated timelines.
10. Maintain all relevant data in WVEIS Employee Management System and employee payroll records.
11. Act as Grant County Schools primary contact for employee benefit information, enrollment information, benefit changes, and termination from benefit places offered by the County including but not limited to providing and processing all employee benefit enrollments, changes, deductions, reports, and payments.
12. Work with the personnel department to ensure proper eligibility and calculation of employee wages, benefits, and communication of such to the employees of Grant County Schools.
13. The employee will act as administrative liaison for all retirement plans and reconciliation thereof.
14. The employee will act as administrative liaison for PEIA administration and reconciliation thereof.
15. Work with and provide support to administrators and school personnel regarding personnel laws, payroll and benefits.
16. Employee will cross train with the Accounts Payable Supervisor/Auditor/Accountant III and gain knowledge of the duties and responsibilities of that position also.
17. Employee will serve as internal auditor in performance and compliance audits of Individual Schools of Grant County. Reconciliation and preparation of bank statement activity for all bank accounts via WVEIS.
18. Enter cash receipts into WVEIS, maintain receipt book for and reconciliation of all cash received to include proper account coding, transaction reports, preparation of and submission of all deposits through the Board of Education.
19. Utilize the VISTA system to track payments made by the State of West Virginia.
20. Assist with Annual Budget preparation.

21. Enter monthly recurring budget and adjusting journal entries to include proper approval both locally and at the state level.
22. Update account codes on professional leave forms, as needed.
23. Invoicing reimbursable expenses, substitute costs, building use and miscellaneous.
24. Match account codes to appropriate budget line item.
25. Maintain spreadsheets as needed (e.g., child nutrition, community education income).
26. Process all purchase orders for county level purchasing.
27. Assign vendor numbers in WVEIS as needed and assist with vendor information requirements.
28. Act as liaison for individual school accounting system to school secretaries, faculty senate and county level. Assist with implementation of new accounting software and training when needed.
29. Monitor monthly and year end submission of financial reports for schools, faculty senate and booster organizations where applicable.
30. Assist with fraud investigation at the school and county level.
31. Assist with annual audit preparation and reconciliations.
32. Coordinates with Director of Finance in keeping financial records in balance on a monthly basis.
33. Assist with the management and tracking of fixed assets in WVEIS including additions, disposals and transfers.
34. Coordinates all aspects of the accounts payable process.
35. Other duties as assigned by the supervisor or superintendent of Grant County Schools.

PERFORMANCE EXPECTATIONS:

1. Responsible for maintaining current and accurate knowledge of the West Virginia laws and regulations as the relate to the accounting practices and procedures performed by the Finance Department and its school assigned subsidiaries.
2. Identifies, retrieves, enters, and interprets data from WVEIS for the detection and identification of discrepancies as related to payroll issues regularly.
3. Act in concert with the Principals at each individual school location as the liaison between the school secretaries and the Department of Finance in regards to payroll issues.
4. Observes assigned work schedule, maintains punctuality and accuracy for all work in the department, complies with and reviews county/school policies, proper accounting practices, and completes tasks assigned with minimum supervision.
5. Maintains, updates, and administers reports from WVEIS as required.
6. Receives and reconciles all substitute employee pay issues as identified.
7. Maintain records of and control of all processed employee changes to name, address, health insurance, and other elected or directed activities as they affect active employee records in the payroll administration system.
8. Follows Grant County Employee Code of Conduct.

PUBLIC AND EMPLOYEE RELATIONSHIP:

1. Employee shall demonstrate tact and self-control in addressing issues brought to the Finance Department through any means.
2. Employee shall maintain and increase their knowledge of and use of the following:
 - WVEIS
 - All Federal and State Employment Laws and Regulations
 - Software used in the administration of the Grant County Schools payroll
 - Unemployment Compensation Laws

- Workers Compensation Laws
 - Disability Laws
 - Retirement and Health Plan coverage and co-payments
 - Individual School Accounting Software
3. Employee is expected to travel to State and other meetings and conferences at various times of the year throughout the State of West Virginia for various trainings related to Duties, Responsibilities, and Performance Expectations and Standards as noted above.
 4. Employee must continually increase their knowledge of and proficiency of all aspects of:
 - Payroll administration process
 - Garnishment, Benefits Administration, and other elected deductions or disbursements through payroll
 - Maintenance of proper taxes both State and Federal from all employees
 - Timely submission of all payments generated from the administration of payroll
 5. Employee must exhibit an unbiased attitude toward the fulfillment of the goal/initiatives of Grant County Schools and the Office of Superintendent.
 6. Employee must act as an agent of Grant County Schools in all matters of communications and services provided by the Finance Department.
 7. Employee must be willing to adjust work hours to meet the needs of the department, the assigned duties of the job, or the direction request by the Superintendent and/or Immediate Supervisor.
 8. Employee must reconcile all payroll issues and inform Director of Finance of all results.
 9. Employee will perform other tasks as assigned by the Director of Finance and/or the Superintendent of Schools.