



## GRANT COUNTY SCHOOLS

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

---

### JOB DESCRIPTION

#### JOB TITLE: Accounts Payable Supervisor

**Supervisor:** Director of Finance

**Qualifications:**

- High School Diploma or GED
- At least 12 college hours of accounting from an accredited institution of higher education or at least eight years of experience performing progressively difficult accounting tasks preferred.
- 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

**WV Code 18A-4-8**

**Accounts Payable Supervisor:** 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;

**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. Reconciliation and preparation of bank statement activity for all bank accounts via WVEIS.
2. 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.
3. Utilize the VISTA system to track payments made by the State of West Virginia.
4. Assist with Annual Budget preparation.
5. Enter monthly recurring budget and adjusting journal entries to include proper approval both locally and at the state level.
6. Update account codes on professional leave forms, as needed.
7. Invoicing reimbursable expenses, substitute costs, building use and miscellaneous.
8. Match account codes to appropriate budget line item.
9. Maintain spreadsheets as needed (e.g., child nutrition, community education income).
10. Process all purchase orders for county level purchasing.
11. Assign vendor numbers in WVEIS as needed and assist with vendor information requirements.
12. 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.
13. Monitor monthly and year end submission of financial reports for schools, faculty senate and booster organizations where applicable.
14. Assist with fraud investigation at the school and county level.
15. Assist with annual audit preparation and reconciliations.
16. Coordinates with Director of Finance in keeping financial records in balance on a monthly basis.
17. Assist with the management and tracking of fixed assets in WVEIS including additions, disposals and transfers.
18. Coordinates all aspects of the accounts payable process.
19. Other duties as assigned by the supervisor.

**PERFORMANCE EXPECTATIONS:**

1. Responsible for maintaining current and accurate knowledge of the West Virginia laws and regulations as they relate to the accounting practices and procedures performed by the Finance Department and its school assigned subsidiaries.
2. Prompt in meeting assignment deadlines.
3. Respects confidentiality of records.
4. Identifies, retrieves, enters, and interprets data from WVEIS for the detection and identification of discrepancies as related to payroll issues regularly.
5. 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 school accounting issues.
6. 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.
7. Maintains, updates, and administers reports from WVEIS as required.
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
  - 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 exhibit an unbiased attitude toward the fulfillment of the goal/initiatives of Grant County Schools and the Office of Superintendent.
5. Employee must act as an agent of Grant County Schools in all matters of communications and services provided by the Finance Department.
6. 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.
7. Employee will perform other tasks as assigned by the Director of Finance and/or the Superintendent of Schools.