

Professional Accountant

Responsibilities:

Accounts Payable/Cash Management and General Ledger Reconciliations

1. Process purchase orders and order materials.
2. Assist with reconciliation of monthly bank statements with cash balance in the WVEIS, researching and resolving any discrepancies; correcting and/or updating entries prior to next month close.
2. Prepare checks to pay bills from related invoices.
3. Assist with preparation and management of payments on all purchasing cards throughout the county.
4. Reconciliation of all general ledger accounts relating to monthly financial statements.

Governmental Accounting

1. Assist Director of Finance with the GASB conversion and maintenance of accounts.
2. Assist Director of Finance with financial statement preparation.
3. Monitor all fixed asset files in WVEIS to include but not limited to:
 - a. Additions
 - b. Disposals
 - c. Transfers

Project Management

1. Track and manage all grant activities within Wetzel County Schools.
2. Management of budget supplements and transfers including journal entries.
3. Interim budget reporting and analysis with Project Director and Director of Finance.
4. Account code setup and verification.
5. Assist project directors with budget preparation and account codes.
6. Management of all federal revenue drawdown requests from the WV State Department.
7. Maintain monthly special project worksheet on excel and WVEIS.

Performance Expectations and Standards:

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 subsidiaries.
2. Must maintain broad knowledge of all governmental funds and individual projects including but not limited to budget, revenue, expenses, encumbrances, and payroll.
3. Code and verify any travel reimbursement forms in question.
4. Code and verify any payroll timesheets in question.
5. Compile and maintain cash flow ledger daily.

6. Monitor encumbrances.
7. Perform special individual school audits at the Director of Finance's request.
8. Maintains, updates, and administers reports from the West Virginia Education Information System (WVEIS) as required.
9. Review, correct, and close monthly the Financial Management System on WVEIS.
10. Collect, review, and monitor monthly financial statements prepared by individual schools.
11. Assist in training of school support personnel and other organization officers (boosters).
12. Preparation of Monthly Financial Reports.
13. Assist with the End-of-Year Financial Reports and Budget Preparations.
14. Any and all other duties assigned by the Director of Finance.

Public and Employee Relationship:

1. The employee must demonstrate tact and self-control in addressing issues brought to the Finance Department through any communicable means and act as liaison between office personnel.
2. The employee must maintain current knowledge of all Accounting Procedures for WV Schools.
3. The employee must continually increase their knowledge of and proficiency of all aspects of:
 - a. The Generally Accepted Accounting Procedures (GAAP).
 - b. Governmental Accounting Standards Board (GASB) pronouncements.
 - c. The process of annual budget formation and forecasting.
 - d. The cash management rules and updates.
4. The employee must exhibit an unbiased attitude toward fulfillment of the goal/initiatives of the Wetzel County School Board and the Office of Superintendent, and the satisfaction of all audit requirements of the schools.
5. The employee must act as an agent of the Wetzel County Schools in all matters of communications and services provided by the Finance Department.
6. The employee must be willing to adjust work hours to meet the needs of the department, the assigned duties of the job, the satisfaction of the primary responsibility for proper financial management, or the direction requested by the Superintendent.
7. The employee must maintain proficiency in all office equipment and machinery designated by the department as needed.