

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – ACCOUNTS PAYABLE SUPERVISOR

**Qualifications:** High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test), as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Eight (8) years of experience in bookkeeping and accounting assignments performing progressively difficult accounting tasks OR twelve (12) hours college credit in accounting courses from an accredited institution of higher education.
- Ability to write reports, business correspondences, etc.
- Ability to effectively present information and respond to questions from auditors, administrators, staff and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to interface effectively with other departments, school personnel, or other contacts from outside the county.
- Ability to work independently with minimum supervision.
- Ability to understand and execute complex oral and written instruction.
- Ability to communicate effectively, orally and in writing.
- Ability to prioritize multiple tasks, work under stress, meet deadlines and take direction.
- Ability to work efficiently with frequent interruptions.
- Ability to work collaboratively with others such as establishing and maintaining effective working relationships with administrators and co-workers.
- Ability to perform general operations, which require the exercise of good judgment.
- Ability to perform duties in full compliance with state and county requirements.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule format.
- Ability to perform a volume of numerical detail work with speed and accuracy, to make difficult mathematical computations with and without mechanical assistance (ability to operate a calculator by touch).
- Ability to understand and follow complex oral and written instructions and technical or legal terminology.

**Accounts Payable Supervisor** means a person employed in the county board office who has primary responsibility for the accounts payable function and who has either 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.” (Pursuant to WV Code §18A-4-8)

**Immediate Supervisor:** Treasurer / Chief School Business Official

**FLSA Status:** Non-Exempt

**Evaluation:** Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Pleasants County Schools Policy 6001

**Term of Employment:** 261 Days

**Salary:** Pursuant to WV Code §18A-4-8a  
Pleasants County Schools Salary Scale  
Commensurate with Experience and Education Level

**Expectations / Duties and Responsibilities:**

- Provides support to all locations for purchasing related tasks, including purchase orders, vendor setup, and general ledger account codes.
- Processes purchase orders and distributes to vendors and locations.
- Maintains purchase order files, records and reports.
- Receives invoices from vendors for all locations.
- Verifies the invoice for accuracy, completeness and proper approval, and enters data into WVEIS for payment.
- Processes accounts payable and distributes vendor payments.
- Maintains accounts payable files, records and reports.
- Assists with receipts and deposits in order to ensure proper segregation of duties in the finance department.
- Prepares the monthly bank reconciliation for the general checking account.
- Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisors.
- Maintains regular attendance.
- Complies with State Law and County policies and regulations.
- Assists with annual audits.
- May perform secretarial functions as needed for assigned staff member(s).
- Assists in balancing accounts by running tapes, proofreading, etc.; prepares summary of balances, cost information, or other reports as requested by supervisor's use in preparing financial statements.
- Offers assistance and instruction and/or training when requested.
- Assists the treasurer with the audit process for individual schools.
- Provides support and guidance to the individual schools for the financial records of the schools funds.
- Accumulates the necessary information for the issuance of 1099 forms.
- Assists treasurer with budgeting, new year processing, and calendar end-of-year processing.
- Assists treasurer by providing supporting documents for the preparation of financial statements to be in conformity with GAAP (Generally Accepted Accounting Principles).

**Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk, use fingers, tools and/or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will **lift up to 50 pounds** such as to lift files and paper.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while

performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this work environment is usually quiet to loud (40- 90 dB) depending on the assignment of the position. The employee continuously is interacting with the public, students and staff.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.*

**Perform Other Job-Related Duties and Responsibilities as Assigned by the Treasurer / Chief School Business Official**

**Amended:** December 6, 2016