

Board Members

Weldon Perrine, President

Roy Moose, Vice President

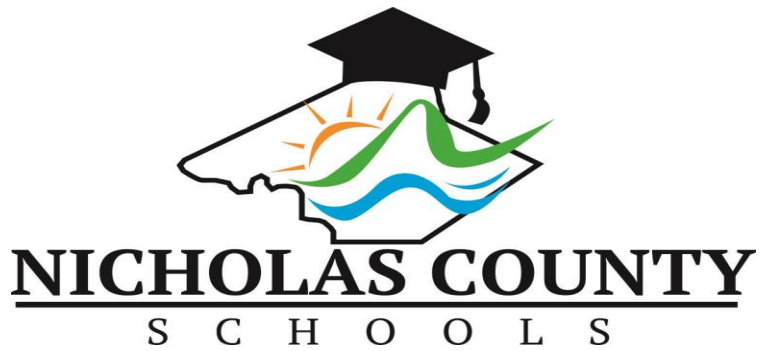
Phil Berry, Member

Dr. Gus Penix, Member

Rick Green, Member

Superintendent

Dr. Donna Burge-Tetrick



400 Old Main Drive, Summersville, WV 26651
Phone 304-872-3611
Fax 304-872-4626

JOB DESCRIPTION

Position: Accountant

Classification: Service

Reports to: Building Principal/Immediate Supervisor/Coordinator/Director

Evaluation: Evaluated annually by the building principal/immediate supervisor in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Nicholas County Board of Education Policy GCNB.

FLSA Status: Non-Exempt

Qualifications:

1. High School Diploma, General Equivalent Development Certificate (GED) per West Virginia Code §18A-2-5
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position per West Virginia Code §18A-4-8e
3. Criminal background check per WV Code §18-5-15c
4. The ability to perform the job duties and responsibilities of the position as contained in the Job Description

Description/Summary

Personnel employed to maintain accounting records and to be responsible for the accounting process associated with billing, budgets, payroll, purchasing, and related operations

Accountant I means a person employed to maintain payroll records and reports and perform one or more operations relating to a phase of the total payroll;

Accountant II means a person employed to maintain accounting records and to be responsible for the accounting process associated with billing, budgets, purchasing and related operations;

Accountant III means a person employed in the county board office to manage and supervise accounts payable, payroll procedures, or both;

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which affect employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

Performance Responsibilities:

- Posts payments to permanent ledgers and maintains payroll and/or purchase order files.
- Audits invoices and reconciles them to purchase orders.
- Adjusts purchase orders as necessary for corrections, additions, transfers, and determines when to reject orders or invoices to purchasing when incorrect and routes back to originator.
- Reviews account statements periodically and works with creditors in resolving billing and statement problems.
- Monitors invoice problems associated with damaged or incorrect shipments with purchasing expediter.
- Maintains positive work habits.
- Performs duties efficiently and productively.
- Maintains and/or upgrades job-related skills.
- Performs other tasks as assigned.
- Develops and maintains a safe work environment at all times.
- Perform other duties as assigned.

Physical Demands:

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 listen. 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 as much as 50 pounds such as lifting 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 interacts 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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

Revised 04.18.23