

**Summers County Schools  
Job Description  
Professional Accountant/Certification Coordinator**

<b>QUALIFICATIONS:</b>	<b>Holds appropriate certification in assigned field</b>
<b>RESPONSIBLE TO:</b>	<b>Superintendent</b>
<b>EMPLOYMENT TERM:</b>	<b>240 days</b>
<b>SALARY:</b>	<b>Based upon teacher's state scale as to degree and years of accounting experience.</b>

**JOB RESPONSIBILITIES:**

**Position Summary:** Responsible for assisting the Business Manager with financial accounting functions of the Board including payroll processing, employee benefits, retirement programs, accounts payable and accounts receivable. Responsible for assisting the Personnel Director in certification of professional personnel, service personnel and coaches. Assist in developing improved financial accounting procedures and personnel procedures for the many and varied programs in Summers County Schools.

**Position Responsibilities:**

- Maintaining current and accurate knowledge of the West Virginia laws and regulations as they relate to the accounting practices and procedures.
- Maintain broad knowledge of all governmental funds and individual projects including but not limited to budget, revenue, expenses, encumbrances, and payroll.
- Maintain, update and administer reports from the West Virginia Education Information System (WVEIS).
- Assist in financial reporting.
- Prepare and process payrolls, including deductions, employee leave and assignments.
- Prepare and maintain withholding information.
- Oversee training and communicating of employee benefits.
- Coordinate annual employee benefit fairs.
- Prepare and file quarterly and yearly tax deposits, tax statements, unemployment compensation reports and other government wage reports.
- Administer the school system's retirement plans in accordance with state laws.
- Oversee employee online programs such as the calling system and Travel Tracker.
- Consult with professional personnel concerning certification matters to include renewals, additional endorsements, temporary licenses, first class permits, appropriate coursework and college program options.
- Consult with service personnel concerning certification matters to include renewals and conversions of Early Childhood Classroom Assistant Teacher requirements and paraprofessional certificates.
- Maintain and update databases of certification data.
- Process certification applications and renewals.

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- Process increased salary classification applications.
- Maintain and update professional permanent and substitute employee files.
- Notify professional and service employees in January of expiration of certifications.
- Maintain professional work habits and ability to upgrade professional skills.
- Perform other services and duties that may be required by the business manager or superintendent.

**Qualifications:**

- Bachelor's degree with major in Accounting or Business Administration. Degree must include at least 24 college hours of accounting.
- General knowledge of data processing including proficiency in Microsoft Suite
- Knowledge of Generally Accepted Accounting Procedures (GAAP)
- Ability to interpret and relate financial documents
- Drug test conducted pursuant to Summers County Board of Education Policy IV-H-1
- Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

**Term: 240 Days**