

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Payroll Supervisor

REPORTS TO: Finance Director

CLASSIFICATION: Service

FLSA STATUS: Non-Exempt

EMPLOYMENT TERM: 240 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by McDowell County BOE

COMPENSATION: Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the Director or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

JOB SUMMARY: "Accountant III" means personnel who are employed in the county board office to manage and supervise accounts payable and/or payroll procedures. WV §18A-4-8

ESSENTIAL DUTIES AND RESPONSIBILITIES: Additional duties may be assigned. Accountant III is required to perform a variety of skilled tasks within the assigned location.

- Maintain positive work habits.
- Perform duties effectively and productively.
- Complete the regular payroll for all personnel and operate the computer accounting program in regard to payroll each month.
- Adjust salaries for late-arriving certificates.
- Process and write other part-time payroll for employees, including substitute teachers, each month.
- File all payrolls and papers pertaining to all employees.
- Receive money, write receipts, and deposit money in depositories.
- Check all salaries and insure they are correct at the beginning of fiscal year and input any necessary changes in the computer; i.e. salary, years of experience, personal leave, and any deductions throughout the year.
- Process insurance billings, claims, and records.
- Receive and handle annuity deductions.

- Made sure that Financial Report, Vendor Listing, and Appropriation Index are updated.
- Reports: Personal Leave, Monthly Financial, Monthly Edit, Quarterly Wage Report for Unemployment, Annual Social Security and Annual Retirement.
- Receive telephone calls in regard to financial matters.
- Operate general office machines and perform general office duties.
- Keep records on purchase orders and process invoices for payment.
- Check Edit Report at the end of each month and insure all salaries are correct after any changes are made.
- At the end of the school year, check out all financial information from school principals.
- Insure confidentiality as provided within Federal, State, and County guidelines, policies, and procedures.
- Participate in staff development.
- Maintain cooperative relationship with co-workers and staff.
- Assist in any other duties as directed by the Treasurer.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS:

- Demonstrate adherence to schedules; being punctual.
- Demonstrate flexibility and adjusting to change.
- Demonstrate courtesy and tactfulness in interpersonal relations.
- Demonstrate dependability.
- Demonstrate understanding and implementing responsibilities.
- Demonstrate ability to use good judgment and make good decisions.
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

EDUCATION AND/OR EXPERIENCE:

- High school graduate or equivalent.
- Must have experience or training in accounting procedures and typing.
- State competency test, if appropriate as per WV §18A-4-8e.

COMMUNICATION SKILLS:

- Must possess good command of written and spoken English grammar.
- Ability to greet the public in a friendly manner.
- Ability to take dictation and transcribe.
- Ability to effectively present information and respond to questions from administrators, staff, and general public.
- Ability to perform duties in full compliance with state and county requirements.
- Ability to write reports and complete work consistent with the duties.

MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:

- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position.

- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position.

REASONING AND OTHER SKILLS/ABILITIES:

- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position.
- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with state and county requirements and MCBOE policies.

PHYSICAL DEMANDS: *the physical demands described here 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 frequently required to sit, talk, hear, see, and use repetitive motions. While performing the duties of this job, the employee is occasionally required to lift and move up to 40 pounds without assistance. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members

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. While performing the duties of this job, the employee must meet strict time deadlines. Attention to detail must be observed at all times. The noise level in the work environment is moderate.

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.

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