POSITION: Director of Payroll and Accounting Services

JOB DESCRIPTION: The Director of Payroll and Accounting Services is responsible for the computation and verification of all personnel financial records, payroll, and all matters directly related to these responsibilities and shall assist the Business Manager/Treasurer in matters pertaining to wage and salary administration and preparation of financial and salary studies and reports; also, assist in financial accounting functions including purchasing, accounts payable, accounts receivable, fixed asset management, and auditing activities.

TERMS OF EMPLOYMENT: Effective current school year; based on a 240 day contract

DATE OF POSTING: **August 20, 2018 – August 24, 2018**

QUALIFICATIONS: Bachelor’s Degree in Accounting or Business Administration, or successful experience as a School Business Official, School System Treasurer, or School Business Manager

RESPONSIBILITIES: The Director of Payroll and Accounting Services shall have the following responsibilities and duties:

1. Administer payroll and benefits for all employees of Clay County Schools;
2. Maintain all payroll records;
3. Responsible for the verification or accuracy of, completeness of, and the approval of all source documents as they relate to the processing and administration of payroll;
4. Prepare semi-monthly payroll for all county school personnel and any special payrolls and all related reports;
5. Responsible for reconciliation and summary of all transactions relative to payroll administration;
6. Prepare and issue W-2’s and other tax-related documents, including, but not limited to, bi-monthly and annual retirement reports, monthly PEIA reconciliation, and all federal and state payroll taxes;
7. Assure that all salaries, wages, benefits, and the like are computed and paid in accordance with and conforms to the federal and state laws, in addition to Clay County Schools’ policies and/or contained within specific employee contracts;
8. Responsible for keeping Clay County Schools’ payroll policies and procedures updated to comply with federal and state requirements;
9. Identify, reconcile, and report on all discrepancies within the payroll administration functions, and summarize the actions taken to resolve said discrepancies;
10. Responsible for direct communication with employees regarding payroll changes;
11. Accrue, enter, maintain, and administer all benefit garnishment, and/or elected deductions, direct deposit records, and correspondence generated from employee payroll changes;
12. Reconcile all employee verification requests regarding payroll, tax document generation, and/or education/training adjustments;
13. Provide instruction to new employees regarding Clay County Schools’ payroll policies and procedures;
14.  Responsible for assisting employees with resolving payroll-related issues, forms, correspondence, and inquiries regarding insurance, retirement, taxes, garnishments, salaries, and dues;
15.  Serve in an advisory capacity to principals and other administrators in matters pertaining to payroll, wages, salaries, and dues;
16.  Oversee compliance with the Fair Labor Standards Act;
17.  Research and prepare necessary reports on any aspect of wage and salary administration, insurance, retirement, fiscal procedures, budgeting expenditures or other aspects of the business services of the county as requested by the Business Manager/Treasurer;
18.  Provide assistance in analyzing financial reports, data, and projections of cash flow;
19.  Assist with the end-of-year financial reports and budget preparations;
20.  Follow procedures to maintain confidentiality of data;
21.  Prepare schedules of accounts payable and accounts receivable;
22.  Prepare cash disbursement reports;
23.  Prepare checks to pay bills;
24.  Verify the budget code and vendor address on all purchase orders;
25.  Notify vendors regarding proper billing and credit of purchase orders;
26.  Receive invoices, audit for accuracy, and match with purchase order receipts, approved for payment;
27.  Organize monthly bills for payment on a prescribed time schedule in accordance with data processing procedures;
28.  Maintain a file of paid orders with includes copies of purchase order receipts, invoices, and check copies;
29.  Work with travel authorizations and verify expense accounts to travel policy;
30.  Invoice vendors for services rendered or reimbursements;
31.  Receipt, code and post revenue and make bank deposits;
32.  Reconcile monthly bank statements;
33.  Audit individual school accounting records and, including school support organizations;
34.  Maintain fixed assets inventory, including conducting a physical inventory at least annually;
35.  Perform other duties as assigned by the Superintendent and/or his designee.

COMPENSATION:  State basic plus increments for experience and education

Apply in writing to Mr. Joe Paxton, Superintendent, Clay County Schools, Post Office Box 120, Clay, West Virginia 25043. Bids must arrive in the Central Office by 3:00 p.m. on Friday, August 24, 2018. If mailing or faxing bid, please contact the office to confirm receipt of bid.

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discrimination on the basis of race, color, national origin, gender, age, disability and retaliation.