

# Job Posting: Professional Accountant – Financial Operations & Compliance

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Location: Preston County Board of Education

Reports To: Treasurer/Chief School Business Official

Employment Term: 240 Days

FLSA Status: Exempt

Salary: Commensurate with education and experience, based on county pay scale

## Position Overview:

The Preston County Board of Education is seeking a qualified and detail-oriented Professional Accountant to join the finance team. This position plays a critical role in ensuring compliance with West Virginia Department of Education financial policies and procedures, maintaining strong internal controls, and supporting efficient and effective fiscal operations. Primary responsibilities include acting as county-wide purchasing agent, managing the county-wide purchase card (P-Card) program, maintaining vendor documentation, reconciling school activity funds, conducting internal audits, serving as a liaison to individual schools, and performing other duties as assigned.

## Essential Responsibilities:

- Serve as the designated county purchasing agent, overseeing procurement practices to ensure compliance with federal, state, and local policies.
- Administer and reconcile the county-wide purchase card (P-Card) program, serving as liaison to county and school-level cardholders. Responsibilities include reviewing reconciliations, supporting documentation, and policy adherence.
- Maintain and process vendor records, including W-9 forms, vendor registration documents, and verification of state compliance requirements.
- Oversee school activity fund management, performing monthly reconciliations and ensuring accurate financial reporting across all schools.
- Act as the liaison to individual schools, offering training and support to school secretaries on accounting software, proper fund procedures, and compliance with best practices. This support also includes coordination with school support groups and facility usage.
- Conduct internal audits of individual school financial records to ensure accuracy, accountability, and compliance with state policy and internal control standards.
- Provide cross-training and backup support for other essential finance office functions.

- Collaborate with the Treasurer/Chief School Business Official in the development and monitoring of budgets, preparation of financial reports, and audit readiness.

### **Qualifications:**

- Bachelor's degree in Accounting, Finance, or Business Administration with at least 12 hours in accounting coursework required; CPA or Master's degree preferred.
- Preferred minimum of 3 years of relevant accounting experience, preferably in governmental, public sector, or school finance.
- Strong proficiency in Microsoft Excel and other relevant software applications.
- Exceptional attention to detail, problem-solving skills, and the ability to manage multiple priorities with strict deadlines.
- Ability to work independently, manage time effectively, anticipate responsibilities, and maintain confidentiality.
- Ability to work collaboratively with district and school administrators, secretaries, vendors, and external auditors.
- Knowledge of West Virginia Department of Education finance office policies and procedures, including purchasing, activity funds, and audit standards.
- Familiarity with West Virginia purchasing and financial regulations, or ability to quickly learn and apply such knowledge.

### **Application Process:**

Please submit a completed application, resume, and professional references to:

**\*\*Insert Link\*\***

Applications will be accepted until the position is filled.