

# River Valley Child Development Services

Providing quality services and support to children, families, and the early childhood community.

## Job Description

<b>Position:</b>	Accounting Supervisor
<b>Program:</b>	Administration
<b>Worksite:</b>	611 Seventh Avenue, Huntington, WV
<b>FLSA Classification:</b>	Exempt
<b>RVCDS Classification:</b>	Full-time, 40 hours per week
<b>Provisional Employment Period:</b>	90 days
<b>Position(s) Accountable To:</b>	Director of Finance; Executive Director
<b>Position(s) Accountable For:</b>	N/A
<b>Purpose of Position:</b>	Prepares financial information by collecting and analyzing account information; processes and issues payroll and related employee benefits in a timely manner. Supervises accounting staff to ensure timeliness and accuracy of data and tasks
<b>Educational Requirements:</b>	Degree from an accredited college or university in accounting, or related degree. Bachelor's degree preferred.
<b>Experiential Requirements:</b>	Three (3) to five (5) years of recent professional experience in bookkeeping/billing.
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Travel Requirements:</b>	Valid driver's license and insurance. Possess personal vehicle.
<b>Pre-Employment Requirements:</b>	Must pass drug screening and have acceptable background check

### Essential Capabilities and Skills

Able to read, interpret, and utilize information: guidelines; regulations; policies, procedures, etc.

Able to utilize computer technology and software systems to enter, retrieve, and communicate information.

Able to work independently and collaboratively in team environments.

Able to effectively utilize analytical and critical thinking skills.

Able to perform tasks with speed and accuracy.

Able to effectively communicate (verbal and written) with diverse audiences utilizing a variety of communication tools.

### Other Capabilities and Skills

Able to be reliable, responsible, flexible and self-initiated.

Able to practice effective time management skills and pay close attention to detail.

Able to utilize effective conflict management skills.

Able to engage effectively with the public and community and provide professional customer service to internal and external customers.

Able to lift various items: boxes, paper, supplies, etc.

### **Agency Expectations**

Follow all agency policies, procedures, and practices.

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Keep supervisor informed on all relevant matters.

### **Essential Duties – Payroll**

Reviews time records in Paycom system to assure supervisor approval to make accurate payments.

Processes bi-weekly payroll disbursements to employees' accounts. Further, resolves any specific employee questions regarding their pay or paid time off.

Prepares and process all employee benefits including, but not limited to, pension, health, disability, life, dental, vision and "dreaded diseases" insurances.

Maintains employee's records, including the correct entry of changes in employee status and wages and paid time off.

Reviews the proper tax filings by Paycom and prepares the City User Fees reports for submission.

Ensures compliance with local, state, and federal laws and regulations.

Prepares payroll journal entry monthly in Sage accounting software.

Ensures updating of the Accounting Departments payroll procedures.

Processes employee reimbursements for expenses.

### **Essential duties – Accounting**

Prepare certain bank reconciliations monthly and compare to the general ledger. Investigates and resolves any discrepancies.

Prepares assets and liability account entries by compiling and analyzing account information.

Documents and reconciles financial transactions by collecting and entering account information and correcting any discrepancies.

Substantiates financial transactions by auditing documents.

Maintains accounting controls by preparing and recommending policies and procedures.

Instructs accounting staff on Sage software, accounting principles and by answering questions.

Prepares and maintains special financial reports as needed, included job reports for local grants.

Maintains financial security by following internal controls.

### **Essential Duties - Supervision**

Supervise, evaluate, and implement progressive discipline as needed in conjunction with program director for accounting staff positions.

Facilitate the development of the Individual Staff Development Plan.

Implements training for new staff members and identifies training opportunities for current staff.

Oversees accounting operations, which include accounts payable, accounts receivable, payroll, and purchasing.

Provides guidance and support to accounting staff.

### **Other Duties – Program**

Perform clerical support: typing, filing, scanning, shredding, etc.

Assist with the annual agency audit.

Attend and participate on committees as assigned by the Director of Finance and/or RVCDS Executive Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the Director of Finance and other agency staff, as necessary.

Attend and participate in monthly staff meetings.

Any other duties as assigned by the RVCDS Executive Director or Director of Finance

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**Employee Signature**

**Printed Name**

**Date**