

SESC JOB POSTING

Part-Time Position Serving Mercer County

On Call Accountant/Secretary

Reports to: SESC Chief and County Site Coordinator

Position Overview: Seeking a flexible and detail-oriented individual to serve as a Part-Time On-Call Accountant/Secretary. This position will provide critical support in various administrative and accounting tasks, including filing, matching accounts payable (AP) invoices, and assisting with purchasing processes, specifically in creating and managing purchase orders.

Key Responsibilities:

- Organize and maintain filing systems for financial documents and other records.
- Match AP invoices with purchase orders and packing slips to ensure accuracy.
- Assist the Purchasing Department with the preparation and processing of purchase orders.
- Perform general administrative tasks, including data entry, record keeping, and correspondence as needed.
- Provide additional accounting support as directed, including but not limited to, basic bookkeeping and financial reporting tasks.
- Respond promptly to on-call requests, adapting to the school board's needs as they arise.

Qualifications:

- Proficiency in basic accounting principles and practices.
- Strong organizational skills with a keen attention to detail.
- Ability to handle confidential information with discretion.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and familiarity with accounting software.
- Excellent communication and interpersonal skills.
- Flexibility to work on an on-call basis between the hours of 8:00am – 4:00pm, Monday-Friday as needed.

Preferred Experience:

- Prior experience in an educational or governmental setting is highly desirable.
- Previous experience in accounts payable and/or purchasing is a plus.

Knowledge of Applications a plus:

Office 365, WVEIS, SFO, Etrieve by SoftDocs.

Employment Relationship:

SESC staff work under the direct supervision of the Chief Administrator. Each employee is “at-will” and subject to termination by the State Board at any time, with or without notice, cause or compensation.

The employment relationship between the SESC and the employee may be terminated by either party.

Salary:

Based on Raleigh County Salary schedule commensurate with educational level and years of experience.

EQUAL EMPLOYMENT OPPORTUNITY:

SESC is an equal opportunity employer and does not discriminate with regard to race, religion, color, age, sex, national origin or handicapping condition. No discrimination based upon such factors will be made in the selection, salary, promotion, demotion, transfer or termination of any employee.

LOCATION OF POSITION:

Nicholas/Raleigh County

DEADLINE TO APPLY:

Applications must be received by 4:00 p.m, September 3, 2024 – or until filled

Candidates for employment must submit a: 1) SESC application; 2) current resume; 3) official college or university transcripts

Please mail or email applications to:

Mr. Jason Butcher
SESC Chief Administrator
214 N. Kanawha Street
Beckley, WV 25801
jbutcher@wvsec.org