

# **RECRUITMENT ANNOUNCEMENT**

## **Accounting Supervisor Berkeley County Clerk's Office**

**\$37,381-\$59,210 (DEPENDING ON QUALIFICATIONS)**  
**FULL COUNTY PROVIDED BENEFITS**

**APPLICATIONS ARE AVAILABLE ON-LINE AT [www.berkeleywv.org](http://www.berkeleywv.org) OR AT THE COUNTY COUNCIL OFFICE, 400 W. STEPHEN STREET; SUITE 201, MARTINSBURG, WV, 25401, MONDAY-FRIDAY, 9:00 AM-5:00 PM, APPLICATIONS MAY BE RETURNED IN PERSON OR AT [accountingsupervisor@berkeleywv.org](mailto:accountingsupervisor@berkeleywv.org). APPLICATIONS WILL BE ACCEPTED UNTIL 5:00 PM, FRIDAY, DECEMBER 2, 2016.**

### **KIND OF WORK:**

Responsible for planning, organizing and implementing the financial and operations systems of the Berkeley County Council. Responsible for the general supervision of the Accounting Department. Duties include reviewing budget revisions and maintaining financial systems, and providing regular updates to the County Administrator and County Council on all matters relating to county finances. Supervision and direction will be provided by the County Clerk or his/her designee.

### **EXAMPLES OF WORK:**

1. Works closely with the County Administrator and County Council on all matters relating to the budget with particular emphasis on accounts payable and payroll.
2. Keeps the County Council apprised of all matters impacting the budget or County finances.
3. Reviews, analyzes and maintains entries for the County budget.
4. Assists in the compilation of County financial statements.
5. Provides assistance as needed during the annual budget process.
6. Supervises the preparation and reporting of payroll related tax information.
7. Maintains vendor files for payment and 1099 reporting.
8. Attends County Council meetings as requested.
9. Performs all other related duties as assigned.

### **QUALIFICATIONS AND REQUIREMENTS:**

1. Any combination of education and experience equivalent to a Bachelor's Degree from an accredited college or university with major course work in business, accounting, finance, or related field. (Master's Degree preferred).
2. Extensive increasingly responsible experience in government accounting.
3. Experience maintaining and administering accounts payable and payroll systems.
4. Superior knowledge of Microsoft Office software particularly Excel.
5. Comprehensive knowledge of general statutes, laws and administrative policies governing municipal financial practices and procedures.
6. Comprehensive knowledge of the principles and practices of governmental accounting.
7. Ability to interpret federal, state, and local policies, procedures, laws and regulations related to municipal finance.
8. Ability to communicate complex ideas, both orally and in writing.
9. Ability to establish and maintain effective working relationships with County officials, other government officials, and associates.
10. Ability to prepare complex and informative financial reports.
11. Ability to maintain confidentiality.

## **PHYSICAL REQUIREMENTS:**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

## **SPECIAL REQUIREMENTS:**

1. Possession of valid driver's license.

## **EXAMINATION PROCEDURE:**

- An evaluation of training and experience
- One or more interviews
- Employment related reference checks
- Background investigation
- Post-offer, pre-employment physical to include drug screen.

## **ADDITIONAL INFORMATION FOR APPLICANTS**

### **APPLICATION FOR THIS RECRUITMENT:**

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

### **EXAMINATION PROCEDURE:**

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- written and/or spoken examination(s)
- performance test(s)
- a background investigation
- a physical examination\*and
- a drug test\*.

\*These examinations are administered after offer of employment.

### **PROBATIONARY PERIOD:**

Berkeley County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

### **COMPENSATION:**

Berkeley County employees are paid twice per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

### **ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:**

(the following is unavailable for part-time and temporary positions)

- Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- Employees accumulate annual leave according to the following schedule:

| <u>Years of Service</u> | <u>Days Per Month</u> | <u>Days Per Year</u> |
|-------------------------|-----------------------|----------------------|
| 0 – 5 years             | 1.25 days             | 15 days              |
| 5 – 10 years            | 1.50 days             | 18 days              |
| 10 – 15 years           | 1.75 days             | 21 days              |
| 15 years plus           | 2.00 days             | 24 days              |

**HEALTH, RETIREMENT & MISCELLANEOUS BENEFITS:**

(some of the benefits may be available to regular part-time employees)

- Regular employees are required to participate in the West Virginia Public Employee Retirement Plan
- Life Insurance may be provided to full-time employees, their spouse and eligible dependents.
- Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision and prescription drug coverage. Depending on election, the County may pay up to 100% of the employee costs and the employee pays for any dependent coverage elected.
- A deferred compensation program is available.
- Direct deposit is mandatory.

**BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**