

**West Virginia Board of Accountancy**  
**Executive Director**  
**Job Description**

Job Title: Executive Director

Reports to: West Virginia Board of Accountancy

**Job Summary:**

Under the direction and oversight provided by the West Virginia Board of Accountancy, the Executive Director is responsible for the day-to-day operations of the Board office. A variety of action-oriented, interpersonal and intellectual competencies are required for this position including, but not limited to the following:

1. Ability to plan and organize, take decisive action and drive results.
2. Ability to communicate information, build relationships and influence others.
3. Ability to apply technical knowledge, interpret technical or complex information, analyze problems, and think creatively to develop strategies and solutions.
4. Demonstrates leadership ability, team-building skills, and training/teaching skills.

Education Requirement: Bachelor's Degree from Accredited Institution

**Essential Duties and Tasks:**

Under the direction and oversight provided by the Board of Accountancy, the Executive director is responsible for the day-to-day operations of the Board office, which include:

1. Establish procedure and oversee the review of the individual and firm licensure, continuing professional education, exam candidate application, intents to sit and other applications.
2. Establish personnel, records retention, technology and privacy policies with the consent and approval of the Board.
3. Review and respond to all complaints filed and consult with legal counsel regarding next steps.
4. Maintain confidentiality regarding all complaints and applications filed with the Board.
5. Attend Board and Committee meetings and act as recorder of the Minutes.
6. Respond to FOIA requests and advise the Secretary of State's Office.
7. Follow the legislative session and advise Board members regarding bills that affect the Board of accountancy, state employees, the budget, retirement, etc.
8. Represent the Board at various meetings and the legislature.
9. Supervise, train and work closely with Board staff to ensure the Board's mandates and objectives are carried out.
10. Create and review the Annual Report.
11. File the annual Board of Risk and Insurance Management questionnaire.
12. Schedule, plan and organize Board meetings, committee meetings, agenda items, etc.
13. Provide quarterly reports regarding financials, individual and firm licensure and the examination.
14. Prepare and review the budget on an annual and quarterly basis to assure that operations are within budget.
15. Amend the budget if unexpected expenses occur.
16. Collaborate with the third party provider for online database development if procedure changes due to legislative rule or board mandate.
17. Utilize wv OASIS, the state of West Virginia's Enterprise Resource Planning system.
18. Approve leave and sick time and sign off on staff payroll.
19. Maintain and refresh the Board's website.

20. Schedule and post all meetings to the Secretary of State's Meetings Notice site.
21. Be aware of and take advantage of the services offered by the National Association of State Boards of Accountancy.
22. Carry out additional duties as assigned by the Board President.