

Chittenden Central Supervisory Union Job Description

JOB TITLE:	PAYROLL/ACCOUNTING SPECIALIST - Gr. 9
FLSA STATUS:	Non-exempt
UPDATED:	September 2007

POSITION OBJECTIVES:

To effectively serve the Finance and Accounting office by coordinating and carrying out employee payroll, accounts payable, and accounts receivable functions for assigned school districts. To apply basic and some advanced level bookkeeping and accounting skills to help ensure the proper functioning and accountability of fiscal operations. To serve as liaison with school secretaries related to payroll and accounting. To assist in maintaining a professional, friendly, positive and respectful work atmosphere with an emphasis on team work and providing effective and timely direct service to the central office clients and customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

PAYROLL FUNCTIONS

- Coordinates and performs all centralized payroll functions for assigned school district(s) and/or entities:
 - Compiles all information needed for processing the payroll for each pay period including pay rate changes, deduction changes, new hires, terminations, etc.
 - Coordinates and carries out the processing of the employee payroll, and organizing of checks for pick-up, distribution or mailing. Prepares and issue re-cap sheets for each pay group reported. Prepares payment reports for substitutes to enclose with their paychecks.
 - Monitors accuracy of timesheets as reported on the re-cap sheet.
 - Pays insurance premiums to retired teachers and other employee benefit-related bills.
 - Sets up deductions and issue payments for the District's retirement and tax-sheltered annuity programs.
 - Maintains various payroll-related ledgers, journals and other accounting records, and performs necessary account balancing and reconciliation tasks.
 - Prepares payroll encumbrance reports, and other administrative reports on payroll as requested.
 - Ensures employees are being paid from valid accounts. Periodically monitors and audits accounting codes assigned to employees to verify accuracy.
 - Prepares payroll-related government reports and records (e.g. quarterly reports, W-2, W-3 and 1099 forms).
 - Provides payroll information to insurance and government auditors.
 - Fills special requests for payroll data from faculty and staff for banks, credit agencies, schools, and so forth.
 - Organizes and maintains various files and records related to payroll accounting functions, such as correspondence, cancelled checks, timesheets, personnel action forms, deduction authorizations, and the like.
 - Compiles and summarizes salary and wage survey data.
 - Confers regularly with other *Payroll and Accounting Specialist* and the *Director of Finance and Accounting*, other district administrative offices, and individual faculty and staff members: plans and coordinates activities, exchanges information, explains policies and procedures, investigates and resolves problems, and the like.
 - Deals regularly with insurance carriers, government agencies, and others outside the District regarding payroll matters.
 - Reports all new hires for assigned district to the Department of Employment and Training. Maintains complete records for audit.
 - Prepares and transmits bi-weekly tax deposits, ACH payroll deposits, and report for the VT State Teachers' Retirement System.
 - Informs employees in advance of any issues or changes impacting his/her paycheck.

- Oversees, records, tracks and monitors leaves and attendance for assigned school districts in accordance with the governing master agreement, contract or leave policy to ensure timely and accurate reporting of attendance.
- Sets up and updates leave codes and schedules; processes carry-over vacation and sick leave; manages and grants additional vacation for "perfect attendance".
- Records voided checks on computer and bankbook register, and adjust totals
- Oversees the reporting of all new hires for assigned districts to the Department of Employment and Training and the maintenance of all audit records. Reports new hires and maintains records for audit for assigned school district(s).
- Creates, monitors, and updates contribution and deduction codes and CDHs for assigned school districts.
- Works with Programmer/Analyst to develop and utilize auditing tools to ensure the accuracy of payroll.

ACCOUNTS PAYABLE & RECEIVABLE FUNCTIONS

- Coordinates and carries out accounts payable and receivable accounting tasks for assigned school district(s):
 - Reviews and matches up requisitions and invoices;
 - Prepares invoices for payment, ensuring that payment deadlines are met; enters all invoice amounts into computer system; checks invoice edits and correct errors;
 - Prints checks to pay invoices;
 - Verifies checks and warrants;
 - Contacts appropriate staff or outside vendors/contractors regarding questions or discrepancies, referring unusual problems to *Senior Payroll and Accounting Specialist*;
 - Researches questions regarding invoices;
 - Performs regular monthly accounts payable reconciliation and general ledger posting; bring any unusual problems or issues to the attention of the *Senior Payroll and Accounting Specialist*.
 - Records voided checks on computer and bankbook register, and adjust totals;
 - Prepares and distributes 1099 forms for assigned school district(s).
 - Transfers cash receipts.
 - Oversees the performance of monthly accounts payable reconciliation and general ledger posting for assigned school districts; performs reconciliation and posting duties for assigned school districts; brings any unusual problems or issues to the attention of the *Director of Finance and Accounting*.
 - Oversees the preparation and distribution of 1099 forms for all school districts of the Supervisory Union; prepares and distributes 1099 forms for assigned school district(s).

BOOKKEEPING AND ACCOUNTING FUNCTIONS

- Performs a variety of basic and advanced level bookkeeping and accounting tasks for assigned school district(s) and/or entities:
 - Implements accepted accounting principles, practice and procedures in performing or reviewing accounting transactions as directed by the *Director of Finance and Accounting*.
 - Prepares general ledger entries and other required accounting and financial documents for the *Director of Finance and Accounting* to enter, and reconciles accounts with source documents/transactions to insure accuracy.
 - Is responsible for daily cash control, balances cash to the Treasurer's month end cash statement, and reconciles bank statements for assigned school district(s).
 - Posts all cash deposits to ensure proper classification and maintain accounts receivable.
 - Runs monthly financial reports, performs reasonableness testing and quality assurance on the reports to ensure accuracy, and prepares adjusting entries for the *Director of Finance and Accounting* to Execute.
 - Assists with the coordination for the execution of the annual audit by independent and/or elected auditors to fulfill local, state, and federal audit requirements. Prepares and provides access to backup data related to accounts payable and payroll as requested by the auditor(s); prepares and provides reports and financial statements to be audited.
 - Prepares written financial reports, memos, letters involving moderate to complex accounting, and financial issues as requested.

- Performs, or assists with the performance of periodic internal audits to ensure compliance with district policy, State law, established accounting practices, or departmental operating practices. Identifies areas of concern, appraises the *Director of Finance and Accounting* of issues and risk, suggests methods of improvement, and implements agreed upon solutions.

GENERAL ADMINISTRATIVE RESPONSIBILITIES

- Performs a variety of clerical and key administrative support functions for the Finance and Accounting Office:
 - Assists with planning and implementation of various finance and accounting special projects as requested: compiles data for special reports; prepares and completes various reports, surveys & census information; researches necessary data and information; and the like.
 - Compiles, presents, explains, and analyzes data related to assigned function, including frequent recommendation of action to be taken by *Director of Finance and Accounting*.
 - Assists with the implementation, design and maintenance of the Payroll and Accounting I.S. database.
 - Keeps abreast of relevant CCSU policies and procedures, and regulations & legislation, and assists with ensuring compliance with such.
 - Assists with the design, compilation, and maintenance of the Finance and Accounting operating practices and training manual.
- Assists in the training of school secretaries and other staff members on the use of the payroll/accounts payable software, and on proper methods and techniques as they relate to the accounting, payroll, and accounts payable functions employed by the Supervisory Union. Prepares and issues regular correspondences to keep them informed of changes and/or to assure consistency of reporting.
- Keeps abreast of best practices in the field; identifies priorities or special objectives consistent with such.
- Maintains professionalism and confidentiality.
- Performs other duties as assigned or requested.

SUPERVISION RECEIVED: Reports to, supervised by, evaluated by and receives assignments and direction from the *Director of Finance and Accounting*.

SUPERVISORY RESPONSIBILITIES: Responsible for training and assisting co-workers in areas of knowledge, training and/or expertise to ensure a smooth transition of duties as directed by the *Director of Finance and Accounting*.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Associates degree in Accounting or other appropriate discipline, plus 3 to 4 years of relevant payroll/accounting/bookkeeping experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- **Language Skills.** Ability to read and interpret documents such as policies, operating practices, procedure manuals, and governmental regulations. Ability to write reports, advertisements, business correspondence, newsletters, and procedure manuals. Ability to effectively present information and respond to questions from applicants, parents, students, community members, board members, administrators and employees of organization.
- **Mathematical Skills.** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Computer Skills and Experience.** Good computer skills and experience including data entry and information retrieval from computerized information systems. Good knowledge of Microsoft Access and Excel also desirable.
- **Reasoning Ability/Mental Requirements.** Demonstrated ability to use discretion and independent judgment. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions/policies/procedures/practices furnished in oral, diagram or schedule form.
- **Communication & Interpersonal Skills.** Excellent oral and written communication skills. Proven ability to work

cooperatively and effectively as part of a team. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including faculty, staff, administrators, co-workers, applicants, community members, and representatives of outside organizations.

- Other Personal Characteristics. High accuracy and attention to detail. Strong organizational skills. Proven ability to work effectively without specific direction and minimal supervision.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is frequently required to stand and walk. The employee is regularly required to reach with hands and arms. The employee is occasionally required to drive, and must occasionally lift and/or move up to 25 pounds.

WORKING CONDITIONS:

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.