

## **Role Description**

**POSITION TITLE:** Accountant/Payroll Officer

**QUALIFICATIONS:**

- Degree in Accounting and/or Business Administration preferred
- Minimum of five (5) years of successful experience in payroll and bookkeeping procedures.
- Assists the Chief School Financial Officer (CSFO) in the effective and efficient operation of the Finance Department in compliance with Board approved policies, GAAP, and applicable laws and regulations.
- Proficient experience with MCAI payroll/accounting software required and attendance systems preferred.
- Demonstrates skills in problem solving, multi-tasking and dealing effectively and professionally with the public and other employees of the school system.
- Alternatives or additions to the above qualifications as may be deemed appropriate by the Board of Education.

**JOB GOAL:** To assist the CSFO with the fiscal affairs of the school system, to prepare payroll for all school system employees, and to complete required financial transactions for each local school.

**REPORTS TO:** Chief School Financial Officer

**PERFORMANCE RESPONSIBILITIES:**

1. Responsible for all aspects of payroll such as the assembling, tabulation, calculation and verifying time worked, balancing and posting to the general ledger, maintaining and balancing vendor deductions, maintaining salary schedules, filing of all payroll data, etc.
2. Responsible for ACH file transmission 3 days prior to payday by 3:00 pm, producing and distributing payroll checks/direct deposit statements by deadline.
3. Responsible for payroll bank account transfer documentation and timely payment of monthly, quarterly and annual payroll tax deposits and all related taxes and withholdings by due dates as required by law.
4. Submits all payroll related reports to the various governmental agencies such as W-2's, Unemployment, Teachers' Retirement System, PEEHIP, and LEAPS as required by law.
5. Responsible for the implementation and maintenance of new and existing employees, processing verification of employment, explaining benefit choices and correspondences, and assisting with their changes, problems, etc.
6. Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper coding.
7. Maintains payroll and accounting records that will be efficient, maintains internal control, and provides useful reports as needed.
8. Plans work flow towards accomplishing the tasks efficiently within limited time periods and possesses physical and emotional ability and dexterity as needed to perform required work in a fast-paced, high intensive work environment.
9. Manages Sick Leave Bank.
10. Responsible for monthly assigned Bank Reconciliations, posting of cash receipts and conducting banking functions as directed by the CSFO.
11. Responsible for monthly LSA Reconcilements and importing into the Central Office Books.
12. Prepares special financial studies as requested and participates in all Budget preparations.
13. Aids in monthly preparation and uploading of State financial data and works with Certified Public Accountants in their annual audit.
14. Adheres to school system rules, administrative procedures, local board policies, and state and federal rules and regulations.
15. Engages in professional growth and demonstrates professional ethics and leadership.
16. Shows initiative and demonstrates cooperative spirit.
17. Performs other such duties as required or assigned by CSFO.

**TERMS OF EMPLOYMENT:** Twelve (12) months 240 days – 7.5 hours per day.

**SALARY:** Accountant/Payroll Officer Salary Schedule  
(Actual salary will be determined upon verification of experience and education.)