

Descriptor Term:

GFAF

**JOB DESCRIPTION:
STAFF ACCOUNTANT**

ISSUE DATE: **1-8-07**
Revised: **5-10-10**

BASIC FUNCTION:

Process all aspects of payroll, maintain adequate payroll records and execute accounting procedures necessary to assure correct payroll to all personnel. Position has accountability for monetary, fiscal, and legal issues related to the work for which this position is responsible. Stress level for this job is average; however, stress levels can be higher during periods of peak activity.

QUALIFICATIONS FOR POSITION:

1. Bachelor Degree with major in Accounting.
2. Prefer experience as a payroll clerk for 500 or more employees.
3. Ability in computer operations to include maintenance of payroll master records and generation of related reports. Ability to operate office machines to include calculator, typewriter, copier, burster signer, but not limited to these.
4. Competent in exercising initiative, independent judgment, and discretion in performing duties.
5. Knows importance of confidentiality.
6. Must have good communication skills; be courteous and diplomatic.
7. Work cooperatively with others.

REPORTS TO: Business Manager

SUPERVISES: Position has no supervisory authority.

DUTIES AND RESPONSIBILITIES:

Assume the responsibility for effective and efficient operation of payroll functions to include, but not limited to, the following duties:

1. Calculate the salaries/pay on all employees (new-hires, modifications, etc. and annual recommendations) to be submitted for Board approval. Upon approval, enter in books, input, process contracts, file.
2. Maintain time clock database. Responsible for training timekeeping staff and Assisting in the administration of the time clock.
3. Assist new hires with all forms pertinent to payroll, (i.e., federal and state tax and retirement system.
4. Maintain files on each employee relative to all payroll/employment data. Maintain checklist in each file.
5. Keep payroll instructions current. Use checklist every payroll.
6. Generate all required reports. Maintain reports after payroll completion.
7. Receive and process garnishments. Keep records current.
8. Receive and organize all pay and dock sheets; input in timely manner.
9. Verify all input to computer before each payroll is printed.
10. Verify payroll register against monthly sheets prior to release of checks to department heads.

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11. Prepare contracts and letters of employment each year. Prepare information for computer input throughout year to assure contract file is kept current. Process changes after Board meetings.
12. Process donated leave.
13. Prepare, reconcile and distribute W-2 forms each year.
14. Prepare calculation for unemployment fund from W-2 forms and submit to Assistant Business Manager.
15. Receive telephone calls and visits from employees, always exercising tact and diplomacy in payroll matters.
16. Attend retirement system seminars. Liaison with retirement system and employees. Receive visits from retirement system representative.
17. Assist auditors in annual payroll audit.
18. Complete requests for verification of employment from various state, federal and private agencies.
19. Responsible for keeping all payroll records confidential and in accordance with state and federal guidelines.
20. Reconcile all bank statements of the school district.
21. Assist in preparation of salary budgets.
22. Prepare 941 reports.
23. Make timely deposit of State and Federal Withholding.
24. Assist in training of clerical staff.
25. Occasional overtime when workload demands it. (Pre-approved by supervisor.)
26. Perform other such duties and responsibilities as may be assigned by the Business Manager.

TERMS OF EMPLOYMENT:

3-month probationary period
Re-evaluated annually
Salary Schedule based on A teacher's pay scale, at appropriate years of experience, divided by 187 days, divided by 7.5 to get hourly rate.
Works 232 days.
Position may be credited with a maximum of five years work experience if previous employment was in a job requiring skills related to position