**Payroll Officer/Accounting Manager**

Reports to – Superintendent

Terms of Employment – 240

To provide assistance to complete all required tasks to implement and maintain payroll, health insurance, benefits; all local, state, and federal taxes; workers compensation, employee and student accident forms, employment verification, and retirement. Balance Fixed Assets Program to assure input data is accurate and complete. Complete monthly and yearly report for the Activity Fund.

**PERFORMANCE RESPONSIBILITIES**

1. Running of payroll, maintaining time clock and employee extended day calendars, data entry, vendor checks, reports
2. Maintain all sick, personal, and emergency day forms and records
3. Explain all benefits for new employees. Help present employees with problems and questions about benefits
4. Maintain health insurance files for employees.
5. Handle open enrollment for health insurance.
6. Handle all employee issues related to Cobra, FMLA and Disability Claims.
7. Complete all health insurance remittance files and forward to Frankfort
8. Pay all Federal, state and local taxes – biweekly, monthly and yearly and prepare reports.
9. Process all new and existing employee contracts
10. Handle all workers comp claims and employee accident forms
11. Handle all student accident forms
12. Handle all monthly retirement payments and reports
13. Handle all requests for verification of employment for other districts and salary requests for bank and loan companies
14. Handle all court ordered garnishment and court ordered child support payment
15. Perform daily, weekly and monthly backups on the RS600
16. Handle employee credit union deposits
17. Balance Fixed Asset totals to assure input data is accurate and complete
18. Reconcile monthly Activity Fund bank account
19. Run Annual depreciation for Fixed Assets
20. Complete monthly Activity Fund reports to the Board of Education
21. Complete monthly federal cash requests
22. Complete CDIP quarterly reports
23. Assist Independent Auditor with Annual Audit
24. On rotation schedule traveling to each school each day at assigned times for pickup of any and all items that need to come to Central Office
25. Any duties as requested by the Finance Officer or Superintendent

**PHYSICAL DEMANDS**

Be able to meet short time lines and complete stressful tasks; must be able to travel from building to building daily; must be able to work in all office settings in the District.

**MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.

2. Ability to complete assigned accounting task

3. Ability to learn and implement MUNIS

4. Ability to implement tax laws, regulations, and procedures

5. Communication skills

6. Have experience in general office duties

7. Have experience in general accounting duties

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: April 30, 2012

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee