

Henderson County Schools

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TO: Mrs. Marganna Stanley, Superintendent and Members of the Board
FROM: Cindy Cloutier
DATE: July 20, 2020
SUBJECT: Semi-monthly pay and Request for staff

It has been discussed with you previously about moving to a semi-monthly pay with an effective date of January 1, 2021. After much thought and discussion with other school district finance officers and their payroll staff, along with staff in our office, January 1, 2021 would not be the ideal time to make this transition. The natural transition would be July 1, 2021.

There are many reasons why the July date would work best. One reason July 1st is a better transition time is we would have a phase-in period because our staff would not start receiving a paycheck on the same date. They would be staggered based on 10, 11, or 12-month employment. If we made this switch in January then we have to adjust all employee records in that short window between the last pay in December and the first pay in January. This would be extremely difficult and there would be a much greater opportunity for error.

Another reason to transition in July would be that we would have the opportunity to hire and train the needed staff. I have talked with districts of similar size to compare the structure of their finance department with ours and have determined that two positions would put us where we need to be to provide efficient and effective service for our employees.

One position I would ask for would be a Payroll Clerk II. I would ask that this position be hired by January 2021 so that they could learn our system and be available to aid in the transition. The second position I would request would be a Finance Supervisor. This position would be one that would learn the aspects of my position and handle some of the overflow that I have absorbed over the last couple of years.

Hiring these two positions would allow us to fulfill our employees wish to change to semi-monthly pay and would create a structure in the finance department where our positions are cross-trained.

TITLE: Finance Supervisor

QUALIFICATIONS: Degree in accounting, preferred. Operate standard office equipment, knowledge of accounting, bank reconciliations, and financial analysis.

REPORTS TO: Director of Finance

SUPERVISES: Finance Staff

JOB GOAL: Perform complex duties requiring knowledge of accounting, financial analysis, purchasing, and project management; provide work direction to other personnel as assigned.

PERFORMANCE RESPONSIBILITIES:

- Be responsible for the daily supervision and annual evaluation of the finance staff.
- Assist with grant applications and monitoring of grants for budgetary compliance.
- Be responsible for various grant reports for expenditures, including overseeing CDIP and federal cash requests. Work with current federal/state grant AP clerk.
- Assist with accounting for construction projects.
- Assist with the daily activities of the accounts payable function, including researching paid and unpaid items and review of all accounts payable invoices prior to check release.
- Assist with year-end close process, journal entries, budget amendments, and other Accounting functions.
- Assist budget administrators to monitor department and project budgets, propose journal entries as needed to maintain accurate accounting.
- Assist with preparation of reports to Board Members, including listing of checks for payment for review and approval by the CFO.
- Complete any Memorandum of Agreement calculations for the district.
- Be responsible for compliance with model procurement code and handle all bidding.
- Assist Director of Finance in review and approval of travel reimbursement requests; be responsible for compliance with board policies and procedures and Internal Revenue regulations related to travel.

- Be responsible for quarterly and annual Medicaid reporting as it relates to financial data.
- Coordinate audit fieldwork.
- Maintain records of fidelity bonds and insurance, including unemployment, workers' compensation, and liability and bids insurance products as needed.
- Oversee fixed assets of the district and ensure proper recording in MUNIS.
- Update district personnel, as needed regarding finance and purchasing issues.
- Assist with MUNIS system administration role, including installing program updates and releases.
- Complete the bank reconciliation of cash monthly for review and approval by the CFO.
- Assist with continuous improvement of finance department processes.
- Perform duties as needed to develop and maintain proper segregation of duties in the finance department.
- Be responsible for review and approval of payroll and accounts payable standard invoices.
- Respond to questions from district staff, vendors, and others.
- Other duties as assigned by the Director of Finance or the Superintendent.

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: PAYROLL CLERK II

BASIC FUNCTION:

Perform complex and responsible payroll duties requiring knowledge of both classified and certificated payrolls; provide training and work direction to Payroll Assistants and other personnel as assigned.

DISTINGUISHED CHARACTERISTICS:

Payroll Clerk II is assigned lead duties and provides training, guidance and work direction to assigned staff. The incumbent is assigned more difficult or complex duties. Payroll Clerk I incumbents are assigned payroll duties for specific payrolls such as classified and certificated payrolls.

REPRESENTATIVE DUTIES:

- Provide training, guidance and work direction to Payroll Clerk I incumbents and other temporary personnel as assigned to the payroll unit.
- Assist in the review of payroll systems and procedures; recommend method improvements and implement changes as approved.
- Process payroll and related records for assigned major payroll of the District; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.
- Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities.
- Compute annual vacation and sick leave allowances and payroll distribution; communicate with District and site personnel regarding time reports, warrants, insurance coverage and leave time.
- Respond to questions or complaints from employees regarding interpretation of laws, rules, regulations, contracts and other documents governing District payroll, assist employees in completing necessary payroll documentation forms.
- Process and record specialized payroll services including Workers Compensation, retroactive pay, voluntary deductions and other related services.
- Calculate and prepare annual salary and budget projections for categorical programs as assigned.
- Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data.
- Maintain employee attendance records; verify and input individual sick leave and vacation allowances and usage; distribute related lists and notices as needed.
- Sort and distribute paychecks and warrants according to established procedures and guidelines.
- Prepare and maintain files of records and documents relating to work performed; prepare special reports.

REPRESENTATIVE DUTIES - continued:

- Process the payroll-related sections of various employment verification forms; verify salaries by phone in accordance with related laws and District policies and procedures.
- Operate standard office equipment including a computer terminal as required.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and techniques involved in both classified and certificated payroll preparation, monitoring and control.
- Financial record-keeping principles and procedures.
- Modern office practices, procedures and equipment.
- District organization, operations, policies and objectives.
- Applicable State requirements and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operation of a computer terminal and other office equipment.
- Tax withholding, voluntary deduction, garnishments and fringe benefits.
- Oral and written communication skills.

ABILITY TO:

- Perform complex and responsible payroll duties with a high degree of skill and accuracy.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Process payroll and related records for classified and certificated payrolls.
- Train and provide work direction to others.
- Deal tactfully and effectively with irate employees.
- Add, subtract, multiply and divide quickly and accurately.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Maintain records and prepare reports.
- Understand and follow oral and written directions.
- Plan and organize work.
- Operate standard office equipment including a computer terminal as required.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years of payroll accounting experience.