

Oneida Special School District

Job Description

Position Title:	Payroll, Finance Assistant, and Retirement Coordinator
Reports To:	Finance Director
Job Goal:	To provide for and maintain an accurate payroll, accounting of all deductions, and ensure the smooth and efficient operation of the school system
Term of Employment:	12 months

Responsibilities: (Include but are not limited to)

- Know and follow all school board policies.
- Ensure that all duties are completed in an accurate and timely manner.
- Effectively use school system financial management software, word processing and spreadsheet programs to perform job functions.
- Distribute annual intent to return to work forms & verify receipt from all employees. (Assist Director of Schools)
- Respond to requests for verification of employment and student discount forms, and any other information requested by employees and staff.
- Effectively use school system financial management software, word processing and spreadsheet programs to perform job functions.
- Attend all state mandated training.
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

Payroll

- Process sick leave, vacation leave, personal days.
- Collect time sheets and calculate payroll adjustments.
- Calculate salaries and payroll adjustments for payroll checks.
- Respond to employee inquiries concerning payroll.
- Respond to requests for verification of employment
- File all forms and information pertaining to payroll
- Process monthly payroll, direct deposit slips and related reports.
- Distribute payroll checks and direct deposit slips (if applicable).
- Process direct deposit in bank's cash management system.
- Run monthly and quarterly reports related to payroll.
 - o Payroll balancing report (monthly).
 - o Retirement reports (monthly).
 - o Quarter end reports.

- Reconcile insurance and annuity billings to amounts deducted from payroll with Human Resource Coordinator.
- Prepare insurance billing for dental, vision and medical and submit for payment in conjunction with Human Resource Director.
- File all forms and information pertaining to payroll.
- Give Employment Security separation notice to employee, if appropriate
- Maintain and update payroll information in financial management software system.
- Assist Benefits Coordinator with resolution of benefit problems, as necessary.
- Respond to surveys of salary information from TEA and other organizations.
- Complete and submit annual U.S. Census as required
- Provide information requested by auditors or project monitors
- Complete and submit annual Medicare reporting to federal government
- Work with Insurance Benefits Coordinator to reconcile payroll deduction billings to amounts deducted from payroll.
- Perform any and all other duties as assigned by the Finance Director

Assists Finance Director in the following duties

- Prepare deposits and take to banks.
- Comply with fiscal management policies.
- Collect and process bus trip forms and invoice schools for reimbursement
- Complete monthly retirement reports and submit to TCRS
- Prepare annual teacher and classified contracts for employees
- Prepare Career Ladder payments twice annually and distribute as necessary
- Process documentation when submitted for ESY duties and payment of hours worked
- Coordinate with administration and teachers regarding Extended Learning assignments
- Review all checking accounts monthly.

Qualifications:

- High school diploma or GED.
- Ability to interpret policies as related to job functions.
- Knowledge of software packages used by the school system.
- Possess good oral and written communication skills.
- Ability to do mathematical calculations to perform job duties.
- Competency in use of business machines.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to perform any physical duties associated with this position (e.g., lifting up to 50 pounds on a regular basis, sitting for long periods of time, walking, seeing, standing for extended periods of time, etc.).