

ACCOUNT CLERK/TYPIST JOB DESCRIPTION

TITLE: Payroll Clerk/Fixed Asset Manager/Grant Reconciliation/Tax Collector
Reports to: Assistant for Business

QUALIFICATIONS:

1. **Education/Certification:** Associate degree in secretarial business or accounting or equivalent work experience. Must qualify under NYS Civil Service Requirements for Account Clerk/Typist Title.

2. **Special Knowledge/Skills:**
 - a. Experience in computerized accounting systems.
 - b. Ability to work independently with a high degree of accuracy and organization.
 - c. Must be team oriented with excellent interpersonal and communication skills.
 - d. Must be willing to participate in ongoing in-service training as requested.
 - e. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

3. **Experience:** Demonstrated aptitude of competence for successful fulfillment of assigned performance responsibilities.

JOB GOAL: To ensure that all payroll management functions for the school system are administered efficiently, effectively, and accurately and in compliance with all applicable laws, rules, and regulations.

PERFORMANCE RESPONSIBILITIES:

1. Collect, verify and process employee timesheets as required to process payroll checks.
2. Prints payroll checks, direct deposit vouchers, payroll reports and registers.
3. Calculates, writes, enters, edits and posts manual payroll checks.
4. Enters, edits and posts void payroll checks.
5. Enters payroll data for new employees, terminations, resignations, and rehires including hire dates, termination dates, tax withholding exemptions and retirement into payroll software.
6. Enters payroll changes on all existing employees.
7. Calculates and enters salaries on all employees.
8. Completes and process terminated employee separations.
9. Enters deductions for the following: annuities, dues, garnishments, levies, bankruptcies, and child support recovery.

10. Establishes and maintains employee payroll files.
11. Establishes and maintains employee files for garnishments, levies, bankruptcies, and child support recovery.
12. Enters, edits and posts general exceptions to payroll including payments for stipends, after-school programs, school food service, field trips and extended hours.
13. Prints and verifies payroll proof.
14. Backup payroll files.
15. Transmits direct deposit by required deadline.
16. Prepares payroll checks for distribution.
17. Transmits federal and state tax payment electronically.
18. Prepares and transmits monthly retirement reports (TRS and ERS)
19. Prepares Employer's Quarterly Federal Tax Return.(Form 941)
20. Prints, proofs, verifies and edits W-2 information on an annual basis.
21. Communicates with all employees concerning payroll questions.
22. Verifies employment and income inquiries.
23. Distributes retirement statements.
24. Acts as a contact for the school system for retirement systems.
25. Research employment history for current and past employees inquiring about buying back credit for retirement.
26. Staff Attendance – recording, reconciling and distributing attendance reports.
27. Civil Service – Communicates with civil service regarding new employees, current employees, exiting employees, rate changes and pre-employment clearance.
28. Federal Grants Management- Reconciles and manages accounting for Federal Grants.
29. Taxes – assessment billings, worksheet creations, Star Accounting, Collection and Reconciliation. Responds to and/or resolves taxpayer questions and complaints.
30. Trust and Agency Management.
31. Scholarship Management.
32. Ensures compliance with 403B regulations.
33. Assist in budget process- forecasting and reconciling current year.
34. Prepares state applications for bus purchases.
35. Fixed Asset Manager in charge of tagging, reconciling and transferring fixed assets.
36. Preparation of surveys.
37. Accounting for field trips – prepare journal entries.
38. Fingerprinting.
39. Greets public and directs to appropriate area.
40. Sorts daily mail delivery.
41. Provides clerical support to the Assistant for Business.
42. Performs other duties as assigned.
43. Prepares and deposits cash receipts and makes bank deposits.
44. Records Management

EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITION:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting.

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment.

Environmental Conditions: inside, working around moving objects, working alone.

Willingness and ability to work with others, to share and cross-train in order to promote the concept of 'teaming' and 'a team approach' in order to meet the needs of the office.

TERMS OF EMPLOYMENT:

12 months - 8 hours per day
Compensation in accordance with CSEA Contract

EVALUATION:

The basis of the evaluation will be bi-annually by the Assistant for Business.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, neither at present or in the future.