

**CONFIDENTIAL SECRETARY – PAYROLL ASSISTANT/ACCOUNTS
PAYABLE/RECEPTIONIST**

POSITION DESCRIPTION

Qualifications

1. High School graduate and/or Business School Graduate with courses in accounting, payroll, general office procedures and computer systems.
2. A minimum of three years' experience in clerical, payroll, and bookkeeping functions.
3. Aptitude for performing mathematical calculations.
4. Demonstrated competence in the use of computer systems and applications.
5. Such alternatives to these qualifications as the Board of Education may deem appropriate.

Reporting Responsibility

Business Administrator/Board Secretary

Job Goal

To assist in the administration of the District's business functions related to payroll and accounts payable, and of the Board Office's administrative functions by answering phones, opening and distributing mail, and greeting visitors in a prompt and appropriate manner.

Performance Responsibilities

1. Assist in the administration of payroll by performing the following payroll-related activities that include, but are not limited to, the following:
 - a. Prepare monthly payrolls and as needed, part-time and extra compensation payrolls.
 - b. Maintain payroll agency ledger of receipts and extra compensation.
 - c. Process all pension-related forms and documents on behalf of employees.
 - d. Prepare annual Wage and Tax Statements.
 - e. Maintain all records related to federal and state income tax, social security, state unemployment insurance, pension systems, association and union dues, tax sheltered annuity funds, credit union, garnishments, and any others that may be added upon the authority of the Board of Education.
 - f. Provide information on voluntary payroll deductions and pension enrollment requirements.

POSITION DESCRIPTION – Confidential Secretary – Payroll Assistant/Accounts Payable/Receptionist

Performance Responsibilities (continued)

- g. Assist in preparation of scattergrams and other labor negotiation related activities.
 - h. Maintain accident reports and records for students and staff, process Workers Compensation claim reports, and complete annual surveys for Workers Compensation and OES Reports.
2. Issue purchase orders and perform duties associated with accounts payable to include, but is not be limited to, the following:
 - a. Maintain a complete and systematic record of purchase order transactions of the school district.
 - b. Receive and handle all incoming mail relative to purchase orders and payments; distribute to schools/facilities as required.
 - c. Process invoices for monthly payment, generate bill lists and checks, and prepare payments for mailing.
 - e. Maintain vendor records related to business registration, pay-to-play, taxpayer identification, and mandatory affirmative action requirements.
 - f. Prepare annual Statements of Miscellaneous Income (1099s).
 3. Assist the Business Administrator in adhering to the travel policy adopted by the Board and mandated by the state in 2006.
 4. Answer Board Office phones and respond to requests for information pertaining to payroll, purchase orders and payments.
 5. Greet all visitors and staff members with courtesy, determine their needs, and direct as appropriate.
 6. Perform other miscellaneous duties as may be assigned.

Terms of Employment

Twelve-month work year

Evaluation

Performance to be reviewed two times the first year and at least once annually after the first year by the Business Administrator/Board Secretary, concluding with a recommendation for continuation of employment and salary increase.

Approved: September 23, 2010