

Job Description – Finance and Accounting Clerk

TITLE: Finance and Accounting Clerk

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Formal training in office practices/bookkeeping and experience preferred.
3. Written and oral communication skills, ability to operate machinery and deal with multiple tasks, computer competence, excellent typing and proofreading skills.
4. Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.

REPORTS TO: Finance Director

JOB GOALS: To assure the smooth and efficient operation of the Finance department. Performs clerical duties. Assists with/performs the functions related to employee benefits. Assists with/maintains accurate and updated records necessary for prompt and accurate handling of all payroll matters.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Finance Director and Bookkeeper with day-to-day operations.
2. Organizes and assists with correspondence.
3. Receives and computes all information for monthly payroll.
4. Prepares reports and checks all information for accuracy.
5. Prints, sorts and distributes payroll checks in a timely manner.
6. Maintains records necessary for and prepares electronic transmissions to PSERS, TRS, VALIC, etc., in a timely manner.
7. Assists employees with payroll questions and paperwork
8. Assists the Finance Director in the preparation of all tax forms relating to payroll matters.
9. Coordinates open enrollment for all insurance benefits
10. Enrolls new employees in benefits.
11. Calculates and maintains employee leave.
12. Proofs time and attendance batches reported from schools
13. Works with and assists schools and other personnel to ensure proper reporting of employee attendance.
14. Coordinates activities related to personnel information.
15. Coordinates benefits for continuation for long-term leave of absences as well as COBRA benefit coverage for retired and/or terminated employees.
16. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

