

## **POSITION DESCRIPTION COLCHESTER SCHOOL DISTRICT**

**POSITION:** Staff Accountant/Payroll  
**DEPARTMENT:** Fiscal Services  
**REPORTS TO:** Financial Manager  
**CLASSIFICATION:** Non-Exempt (hourly)  
**PURPOSE:** The Staff Accountant/Payroll is responsible for processing the payroll and performing other necessary procedures/duties associated with payroll and/or fiscal-related functions.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Review, compile, and prepare all necessary information in order to process the school district's bi-weekly payroll including pay rate and deduction changes, new hires, terminations, etc.
- Maintain various payroll-related accounting records and perform necessary account balancing and reconciliation tasks
- Prepare, analyze, and distribute various standard and ad-hoc reports to local, state (tax, retirement and Catamount), and federal agencies (W-2, W-3, 941), as well as to management for decision making
- Maintain the integrity of the payroll database through routine data entry and query analysis to ensure accurate payroll processing and records, as well as for Human Resources generation of contracts for teachers and support staff
- Set up deductions and issue payments for the District's retirement and tax-sheltered annuity programs
- Prepare and transmit bi-weekly tax deposits, ACH payroll deposits and bank positive pay file
- Report all new hires to the Department of Employment and Training
- Provide payroll information to insurance and government auditors, as well as administrators
- Compile and summarize salary and wage survey data in conjunction with Human Resources
- Fill special requests for payroll data from faculty and staff for banks, credit agencies, etc.
- Monitor payroll records to ensure compliance with collective bargaining agreements and policies
- Oversee, record, track and monitor leaves and attendance in accordance with the governing master agreement, contract or leave policy to ensure timely and accurate reporting of attendance
- Inform employees in advance of any issues or changes impacting his/her paycheck
- Assist in the training of school administrative assistants and other staff members on the preparation of payroll; prepare and issue regular correspondence to keep them informed of changes and/or consistency of reporting
- Perform administrator duties for the accounting software, including user setup, user restrictions, etc., and other accounting software duties, as needed/requested
- Perform review of school Student Activity Accounts in coordination with other accounting staff
- Maintain fixed asset records in coordination with Financial Manager and other school staff
- Gather and prepare payroll/benefit data in coordination with Financial Manager in preparation of quarterly grant reports
- Perform monthly reconciliation of District's petty cash checking account
- Track cash receipts and process bank deposits
- Train and act as backup for Accounts Payable and HR Generalist as needed
- Provide backup to the Financial Manager
- Provide front office coverage when necessary or assigned
- Exhibit commitment to School District's Vision Plan

### **Job Knowledge, Skills, and Abilities:**

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations; ability to respond to common inquiries or questions from vendors, regulatory agencies, or members of the business community; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from peer groups
- Broad-base knowledge of and skills in accounting principles and methods, with directly related experience in payroll accounting; good working knowledge of relevant government regulations
- Knowledgeable about current labor law and legal issues relating to payroll

- Ability and willingness to communicate courteously and deal efficiently and effectively with a wide range of individuals, including faculty and staff, administrators, and representatives of organizations and agencies regarding complex and highly sensitive and confidential payroll matters; ability to work cooperatively and effectively with peers, subordinates, supervisors, parents and outside agencies
- Good math and analytical/problem solving skills; ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Proficient computer skills in word processing, spreadsheet, and database programs are required; experience with Microsoft Office and Crystal Reports preferred
- Strong skills and experience in data entry and information retrieval from computerized information systems
- Ability to identify, understand, assess, and resolve problems in a challenging work environment; ability to interpret an extensive variety of technical instructions in mathematical, oral, written or diagram form and deal with several abstract and concrete variables
- Ability to maintain a high level of accuracy
- Good typing, filing, and other general office skills

**MATERIALS AND EQUIPMENT USED:**

Operate a computer, utilize mass market software applications, and a variety of standard office equipment.

**DESIRED QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- An Associate's Degree in Accounting or other appropriate discipline, plus 3 to 4 years of relevant payroll/accounting/bookkeeping experience or a combination of education and experience from which comparable knowledge and skills are acquired. Direct experience with governmental accounting as it applies to school districts is a plus.

**PHYSICAL/MENTAL DEMANDS:**

- Must be able to move files weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc.
- Ability to effectively and efficiently operate under stressful situations including managing multiple priorities

**WORKING CONDITIONS:**

Work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.