

Farmersville Unified School District

JOB TITLE: ADMINISTRATIVE ASSISTANT/CHIEF ACCOUNTANT

JOB DESCRIPTION

DEFINITION:

Under the supervision of the Business Manager, performs highly responsible work in maintaining District Payroll records, implements the Districts benefit program, implements contractual and supplemental payrolls. Performs duties in accordance with Accounts Payable and Receivable.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- ▶ Independently maintain a complete set of payroll records and related files.
- ▶ Communicates payroll information with other agencies, school districts, and employees to discuss financial records and transactions.
- ▶ Receives and transmits payroll data for preparation of payroll warrants for all District personnel.
- ▶ Sets up basic input data for all employees and makes necessary adjustments and corrections in accordance with applicable policies, rules, and procedures.
- ▶ Record leaves of absence and maintain files of supporting documents.
- ▶ Maintain account records for all leaves of absence and maintain files of supporting documents.
- ▶ Maintain records and processes all mandatory and voluntary deductions and make related disbursements, reports and records.
- ▶ Prepare and maintain detail and summary records of employee benefits, authorized payroll deductions and other activities.
- ▶ Reconcile various payroll and payroll deduction accounts, utilizing computer housed data.
- ▶ Maintain and handle critical and sensitive information related to employee relations in a confidential manner.
- ▶ Assist the Director with the preparation and maintenance of statistical and cost data for budget purposes.
- ▶ Compute and generate necessary documents for handling payroll matters such as adjustment orders, warrant cancellations, and extraordinary mass changes as necessitated by collective bargaining agreements.
- ▶ Maintain deductions authorization records system.
- ▶ Keep informed of policies, regulations and laws.
- ▶ Perform critical audits of related matters as directed.
- ▶ Operate calculators, typewriter, adding machines and operate word processing equipment or computer terminals.
- ▶ May assist or relieve other desks.
- ▶ Calls substitutes
- ▶ Performs other duties as assigned

QUALIFICATIONS:

Knowledge of:

- ▶ Modern office methods, procedures and business techniques
- ▶ Double entry bookkeeping, computer application software including word processing and spreadsheets on a Windows 95 and Windows 98 platform.
- ▶ Tulare County Office of Education financial software highly desirable
- ▶ Methods, practices and terminology used in school district finance and accounting work

Ability to:

- ▶ Operate standard office equipment, operate various computer applications software
- ▶ Use English in both written and verbal form
- ▶ Stand and walk for prolonged periods of time
- ▶ Work independently with minimal supervision
- ▶ Effectively communicate with staff and other district employees
- ▶ Use 10-key calculator by touch
- ▶ Use a computer to prepare reports
- ▶ Learn and apply rules and regulations for school employees related to compensation, benefits, and leaves
- ▶ Lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
- ▶ Type accurately at a rate required for successful job performance, including forms and reports
- ▶ Identify and correct errors in mathematical computations and financial documents
- ▶ Perform arithmetic calculations accurately and rapidly

Education and Experience:

- ▶ AA degree with course work in computers, accounting, and business procedures or other areas which will provide the background necessary to perform the duties of the position.
- ▶ One year of responsible work in computerized accounting record management, accounting, public relations, preferably in a school district setting.

Or

- ▶ High School diploma or equivalent supplemented by formalized training or course work including computer, accounting, and business procedures which will provide the background necessary to perform the duties of this position.
- ▶ Four years of increasingly more responsible work in computerized accounting record management, personnel, public relations, preferably in a school district setting.

LICENSES, CERTIFICATIONS AND/OR TESTING:

- ▶ Valid California Driver's License and proof of automobile insurance
- ▶ Criminal justice and FBI fingerprint clearance
- ▶ Passing score on District administered test