



JOB DESCRIPTION – Fiscal Assistant / Payroll

JOB GOAL:

To provide efficient and timely accounting services in finance, specifically payroll, to the District. Deliver customer service to district and school employees while observing all fiscal procedures and audit controls.

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum of two (2) years of experience in bookkeeping.
3. Must be able to type fifty-five (55) correct words per a minute and operate a calculator.
4. Must have experience in working with computers.
5. Must provide written references upon the request of the Superintendent.

REPORTS TO:

Director of Finance

SUPERVISES:

N/A

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to plan, organize, and analyze.
2. Ability to utilize technology (computer and software).
3. Ability to read and interpret State Board rules, School Board policy, and appropriate state and federal statutes.
4. Possess knowledge of general accounting principles and cash control standards.
5. Effective oral and written communication skills.
6. Possess good mathematical skills.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Maintain, and assist employees with, personnel files and other areas related to personnel.
2. Update yearly experience for all District personnel.
3. Process and review payroll for LCSD employees, per assignment.
4. Assist employees with any problems or issues that arise with payroll.
5. Prepare and process balance sheets and check register for each payroll.
6. Report payroll taxes after each payroll is complete.
7. Assist Finance Department in making bank deposits, as needed.
8. Review all payroll forms and revise as needed.
9. Assist new hires with enrollment and completing the onboarding process.
10. Assist with ID badge request and background screening (fingerprinting), as assigned.

11. Process fingerprint results including clearance, alerts, and purges, as assigned.
12. Respond and process employment verification requests.
13. Prepare and process employment verification incomes on all LCSD employees, as needed.
14. Prepare and process manual checks and manual adjustment runs.
15. Prepare and process fiscal year end close out and rollover to the upcoming fiscal year, as assigned.
16. Act as Retirement Coordinator for employees (DROP, Reg. Retirement), as assigned.
17. Prepare and process monthly Retirement Report and make payment via EFT, as assigned.
18. Prepare and process "A" school money, step increases, and retro pay for schools/employees that have earned it, as assigned.
19. Review, prepare, and process the budget (salaries and benefits) for the upcoming fiscal year.
20. Review and process reemployment forms, as assigned, to determine if ex-employee is eligible for funds.
21. Prepare and process Unemployment Report, as assigned.
22. Act as Worker's Comp Contact, as assigned, for the District. This includes reporting of claims, case notes, follow-ups, etc.
23. Prepare, review, and process W-2s and report to the IRS, as assigned.
24. Prepare and process Quarter 941 Tax Report and submit to IRS, as assigned.
25. Prepare and process calendar year end reports and balance sheets (December), as assigned.
26. Prepare and process all FMLA requests and paperwork for employees, as assigned.
27. Maintain Retention Schedule for the Finance Department.
28. Prepare, review, and process Survey (Staff Database) reporting for periods 2, 3, 5, and 8, as assigned.
29. Assist the Director of Finance and other administrators with special projects, as needed.
30. Assist Auditors with questions and clarification, as needed.
31. Assist the Director of Finance with the SATSY and cost report, as assigned.
32. Review and process calendars for all and prepare payroll due date sheets for the year.

Inter/Intra Agency Communication Delivery

33. Provide positive communication to staff members.
34. Serve as a resource to schools and departments in your areas of responsibility.
35. Serve as a liaison with other agencies, as required.
36. Perform other routine office duties, as required.

Employee Qualities/Responsibilities

37. Maintain confidentiality regarding materials related to assignments.
38. Participate in workshops and trainings sessions, as required.
39. Maintain a safe and secure work area.
40. Model and maintain high ethical standards.

System Support

26. Ensure that district policies and governmental regulations are followed.
27. Assist the investigation of errors and complaints.
28. Assist in the training of other personnel and providing back-up assistance, as needed.
29. Assist Directors with required reports.
30. Perform other incidental tasks consistent with the goals and objectives of this position.

OTHER DUTIES & RESPONSIBILITIES:

1. Be clean, neat, and professionally dressed.
2. Consistently maintain regular punctual attendance and timely completion of assigned duties; work assigned contract and extended days; use of personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development as assigned or approved for professional job growth.
5. Familiar with, and incorporates, the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

1. Medium Work: Exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force as needed.
2. Maybe heavy work depending on the particular assignment.
3. Sit, stand, and walk for required periods of time.
4. Reach/handle objects

TERMS OF EMPLOYMENT:

1. 12-month position
2. The salary and benefits shall be paid consistent with the district’s approved compensation plan.
3. Extended hours beyond the regular school day may be required. (Compensation according to district policy)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the District’s policy.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

Employee’s Name (Print)

Employee’s Signature

Date

Supervisor’s Name (Print)

Supervisor’s Signature

Date

SCHOOL BOARD APPROVED: April 12, 2022