

**POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS**

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Accounting Specialist - Payroll	Department: Business Office
Immediate Supervisor's Position Title: Accounting Supervisor	FLSA Status: Non-exempt
Band/Grade/Subgrade: C-4-2	Bargaining Unit: Office Employees Association
Distinguishing Characteristics of the Classification:	
<p>This classification represents the third classification level in a three level occupational series titled Accounting Specialist. The Accounting Specialist represents the highest and most complex level of the series in that positions assigned to this classification are expected to enter the series with the experience, knowledge, training and experience and to perform the full range of duties expected of the classification with limited on-the-job training, orientation and/or instruction. Under the direction and guidance of administrative/department managers, the Accounting Specialist performs accounting tasks that require considerable judgment and discretion in carrying out established accounting processes and procedures set forth by accounting professionals. Positions assigned to this level require specialized knowledge, training or considerable previous accounting/bookkeeping experience in order to perform the requirements of the work in accordance departmental accounting procedures of the office. Positions are expected to perform these accounting functions with minimal supervision and are expected to exercise judgment concerning how and when to carry out the established processes pertaining to the job. Duties assigned to this classification require considerable detail, attention to accuracy and the relative consequence of error is greater at this level due to the potential for district wide impact. This classification differs from the Administrative Support Assistant occupational series in that the majority of the job involves bookkeeping and accounting tasks as compared to more office clerical and administrative duties found within the Administrative Support Assistant series.</p>	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Prepares and sets up the district's master payroll files, schedules and records.
Percent of Time:	25	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Determines and enters pay changes, pay adjustments, leaves, pay docks, retro pay. • Calculates and/or verifies extracurricular and coaching payments and enters data. • Verifies, calculates and enters deduction and benefit changes for employees. • Sets up pay changes in master files to assure each of the 24 pay periods occur properly. • Applies contract provisions and collective agreements as it pertains to payroll processing. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Sorts, reviews and processes all employee timesheets, back up and payroll documentation to properly process payroll each payroll cycle.
Percent of Time:	30	

Tasks involved in fulfilling above duty/responsibility:

- Reviews payroll coding to assure proper allocation according to contracts and policies.
- Makes any needed corrections.
- Sets up any new employees in the payroll system.
- Calculates and verifies employee wages.
- Enters all payroll information into the payroll system for the payroll period.

Duty/Responsibility No:	3	Statement of duty/responsibility: Generates and runs the payroll for each payroll cycle.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Reviews and checks data entry for unit employees.
- Reviews payroll proof for errors and makes any corrections.
- Creates and runs direct deposit notices and paychecks.
- Runs system reports to balance each payroll.

Duty/Responsibility No:	4	Statement of duty/responsibility: Prepares federal and state tax deposits and submits ACH deposits. Prepares deduction reports and invoices to accompany checks and sends deduction payments.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	5	Statement of duty/responsibility: Answers employee questions concerning pay checks, benefits, deductions or other payroll related questions and concerns. Assists employees, distributes and/or completes a variety of payroll forms including TRA, PERA, employment verification forms, tax sheltered annuity forms, W-4 forms, flexible benefit change forms, unemployment forms or other agency forms.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	6	Statement of duty/responsibility: Maintains all payroll records and files. Prepares quarterly federal and state withholding tax reports, unemployment reports, year end and fiscal year payroll reports including W-2's, annual workers' compensation report, annual TRA report.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	7	Statement of duty/responsibility: Maintains payrolls portion of the flexible benefits plan. Sets up payroll deduction coding. Contacts terminating employees for final election claims.
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	8	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Basic understanding of accounting, bookkeeping functions and district operations as it pertaining to payroll processing. • Laws, rules, regulations and requirements pertaining to payroll processing and payroll reporting. • Knowledge of bargaining agreement terms and conditions dealing with salary setting, pay rates and benefits. • Fundamentals of general office and general administrative procedures and operational requirements. • Office equipment and typical productivity software, databases or customized systems/applications used within the district for processing payrolls (i.e. SMART-HR). • Knowledge of basic record retention, record/file/database maintenance requirements. • Basic understanding of data privacy requirements, provisions as it impacts the processing of payroll.
	2nd year graduate level		
	Doctorate level		

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:	
Required Work Experience in Addition to Formal Education/Training: At least 3 years of prior bookkeeping and accounting experience. Post secondary training can substitute for experience on a 1:1 basis.	
Required Supervisory Experience:	
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, and insurance carrier representatives. • Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with employees, agencies, the public and department staff concerning addressing payroll issues, provisions or problems. • Reviewing, proofing, auditing and correcting coding and data entry, payroll records and payrolls. • Setting up, controlling and maintaining master payroll files and employee records necessary to generate payroll properly. • Preparing, verifying, compiling and generating a variety of payroll reports, forms and information required by state or federal agencies. • Applying and following district payroll and recording keeping operations in the maintenance of and processing of district payroll. • Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals. • Using and operating computers and applying office productivity software such as word processing, spreadsheet, database or customized software utilized by the department. • Performing work assignments requiring attention to detail, precision and accuracy and in accordance with set deadlines. • Performing assigned functions with minimal direction in accordance with established and set departmental operations.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Work is performed in a typical school district office setting and is subject to minimal environmental hazards and risks associated with the job.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History:

Prepared by BCC 1/04.