PURPOSE STATEMENT:
Under the direction of an assigned supervisor, process, record, update and reconcile financial, payroll and benefits information; respond to concerns and issues within assigned area of accounts receivable, accounts payable, payroll and benefits; provide information, instructions, and support to employees and providers; maintain confidential records; ensure compliance with mandated requirements.

ESSENTIAL FUNCTIONS:
Maintain a variety of manual and electronic files and records including contracts, purchase orders, employee time cards; claim files, employee records and overtime authorizations.

Monitor assigned processes and activities including account balances, open enrollment, leave time and work location; ensure compliance with established financial, legal, contractual, and administrative requirements.

Prepare a variety of written materials and electronic financial information such as accruals, 1099’s, claims and reimbursement requests, journal entries, billing notices, budget adjustments, salary projections, comp time, sick leave trades and donations, employment verifications, positive pay notices; document activities; provide references; convey information and comply with established financial, legal and administrative requirements.

Reconcile enrollment forms and billings to employee records such as COBRA, disability, retirement, health and FMLA; ensure accurate eligibility and payment information; comply with contract provisions by assigned activity.

Process assignment-related data including entitlements, billings, cash reconciliations, sick leave and vacation grants, warrants, time sheets, withholding information, manual warrants, bus driver adjustments, enrollment forms and COBRA notices; update and distribute information; authorize documents for processing; comply with established accounting practices.

Assist in enrolling new employees in benefit programs; explain benefit options; organize benefit fairs; mediate benefit eligibility, payment issues and open enrollment; file claims for return to work documentation; provide support for completing transactions; provide required supporting documentation and information on internal process required for audit; verify availability of funds.

Reconcile a variety of financial data including bank statements, blanket purchase orders, leave records; maintain accurate account balances; ensure compliance with established accounting practices by assigned activities.

Compile a variety of financial information related to work assignments such as tax records, accrual data, vendor information, free and reduced lunch data, payroll status and benefit costs; provide required documentation and processing information.

Participate in unit meetings, in-service training, seminars, and workshops; convey and gather information required to perform functions.

Reconcile payroll account balances; maintain accurate account information and documentation.

Research discrepancies of financial information and documentation such as purchase orders, invoices, leave records, payroll allocations, time sheets, leave time, withholding versus W4, salary status, budgeted accounts, actuals, benefit eligibility and enrollment status; ensure the accuracy and adhere to established procedures prior to processing.

OTHER FUNCTIONS:
Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:
- Methods, procedures and terminology used in technical accounting, payroll and benefits work.
- Financial and statistical record-keeping techniques.
• Preparation of financial statements and comprehensive accounting reports.
• General accounting and business functions of an educational organization.
• Policies and objectives of assigned programs and activities.
• Use and processing of requisitions, purchase orders, invoices and related documents.
• Preparation, review and control of assigned accounts.
• Data control procedures and data entry operations.
• Modern office practices, procedures and equipment.
• Operation of a computer and assigned software.
• Oral and written communication skills.
• Interpersonal skills including tact, patience and courtesy.
• Arithmetic computations.

ABILITY TO:
• Perform a variety of technical accounting, payroll and benefits duties in the review, evaluation and adjustment of assigned accounts.
• Maintain accurate financial and statistical records.
• Prepare and evaluate comprehensive accounting reports and statements.
• Verify, balance and adjust accounts.
• Review, process, evaluate and verify a variety of financial information.
• Identify, investigate and resolve financial errors and discrepancies.
• Issue and distribute vendor and claim reimbursement payments as assigned.
• Monitor and audit income and expenditures.
• Assemble, organize and prepare data for records and reports.
• Reconcile, balance and audit assigned accounts.
• Compare numbers and detect errors efficiently.
• Operate standard office equipment including a computer and assigned software.
• Communicate effectively both orally and in writing.
• Establish and maintain cooperative and effective working relationships with others.
• Meet schedules and time lines.
• Perform arithmetic calculations quickly and accurately.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: two years of college-level training with specialized course work in accounting, bookkeeping or related field and two years increasingly responsible experience in the preparation and maintenance of financial and statistical records utilizing accounting management software.

WORKING CONDITIONS:

ENVIRONMENT:
• Indoor office environment.

PHYSICAL DEMANDS:
• Dexterity of hands and fingers to operate a computer keyboard.
• Seeing to read a variety of materials.
• Hearing and speaking to exchange information.
• Sitting for extended periods of time.
• Some lifting, carrying, pushing and/or pulling.
• Generally the job requires 80% sitting, 10% walking, and 10% standing.

FLSA Status: Non-Exempt
Approval Date: March 25, 2010
Personnel Commission First Reading: 6/18/18
Personnel Commission Approval: 8/16/18
Salary Range: Classified 39 (Approved 10/10/17)