

RSU No. 5 Durham ~ Freeport ~ Pownal
Payroll/Bookkeeper Job Description
Classified Support

QUALIFICATIONS:

1. Associate Degree in Accounting or two or more years proven history of related experience required.
2. Working knowledge of bookkeeping fundamentals required.
3. Computer skills: data entry, word processing, spreadsheets, online registration and data management systems.
4. Payroll financial software experience preferred.
5. Knowledge of general office practices and procedures and ability to handle sensitive and confidential information.

REPORTS TO:

Director of Finance and Human Resources

JOB GOAL:

To maintain all payroll transactions and bank reconciliations of RSU No. 5 in accordance with all State and Federal laws and requirements governing school system personnel.

PERFORMANCE RESPONSIBILITIES:

1. Maintains professional customer service with employees, colleagues, and outside agencies.
2. Prepares and processes all aspects of RSU No. 5 payroll.
3. Maintains time and attendance for process of payroll.
4. Assists the Director of Finance and Human Resources in the annual audit process.
5. Prepares and records disbursements from petty cash fund.
6. Prepares all quarterly and year-end employee and vendor reports for taxation purposes including the processing and dispensing of W-2 forms, 1099s, and the Monthly Maine State Retirement/Federal reports and payments.
7. Prints all accounts payable checks; reviews for accuracy.
8. Reviews all insurance billing for accuracy.
9. Reviews payroll and accounts payable outstanding checks and report to Maine Abandoned Property.
10. Processes all deposits and logs journal entries.
11. Reconciles all bank statements including Student Activity Bank accounts.
12. Processes all stipends.
13. Provides payroll information to authorized third party vendors.
14. Performs other duties as may be assigned by the Director.

Essential Functions:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

Legal and Ethical Duties:

1. Maintains confidentiality on student information.
2. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
3. Demonstrates a respect for the legal and human rights of students.
4. Follows health and safety procedures established by the system.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the chain of command for various administrative procedures or concerns.
8. Observes Board and school policy.
9. Meets and follows all State and federal laws and regulations.

TERMS OF EMPLOYMENT:

This position is year round.

EVALUATION:

Evaluated annually by the Director of Finance and Human Resources.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature: _____ **Date:** _____