

JOB DESCRIPTION
Puyallup School District
PAEOP Level C

Specialist

Purpose Statement:

The purpose of this position is to provide support for the school/department, including a variety of accounting and payroll duties. This position is technical in nature and requires the ability to handle situations with minimal supervision. This position maintains a computer database for applicants, employees and students; audits, analyzes, and verifies payroll and accounting for accuracy; prepares batches for payment; prepares monthly reports and fund transfers; reviews documents for completeness and accuracy; investigates, resolves and answers payroll related questions; works with multiple clients such as: administrators, office managers, teachers, vendors, banks, state agencies, parents and other district personnel. This position also researches, audits, processes, and maintains documents and files for governmental, budget and board reporting; enrolls and withdraws students; and maintains various budget accounts.

Essential Functions include:

- **Answers** the telephone; provides information or routes caller to appropriate staff member; takes messages. Greets office visitors tactfully; provides assistance and information; promotes effective public relations with parents and general public.
- **Compiles** and inputs data into various spreadsheets and financial software from a variety of sources for the purpose of providing status information.
- **Evaluates** situations, including those of a sensitive or confidential nature, for the purpose of setting priorities, taking action and/or referring to appropriate personnel for resolution.
- **Monitors** budgets for schools/department
- **Responds** to concerned students, parents and other patrons and assists in resolving problems and issues in accordance with District policies, regulations and procedures
- **Supports** administrative personnel for the purpose of providing assistance with their administrative functions.
- **Types** correspondence, bulletins, newsletters, lists and forms

School Based Positions may include:

- **Assists** students, parents and staff with needed information.
- **Contacts** parent/guarding to obtain Verification of Residency when a student's physical address changes; notifies parent/guarding of the Non-Resident Enrollment process in the event a student lives or moves outside of PSD boundaries.
- **Coordinates** scheduling process with administration and counseling staff. Maintains student scheduling information; processes schedule changes; sets up and maintains course catalog; designs, creates, verifies, enters and updates master course schedule
- **Creates** and maintains an up-to-date independent electronic log for all building entries and withdrawals to include a variety of student information.
- **Generates** and prints Enrollment Verification Forms; verifies updates and maintains information in eSchoolPlus from the returned Enrollment Verification Forms.
- **Maintains** students' permanent academic and accumulative records
- **Posts** summer school grades and community and technical college grades for Running Start students

- **Processes** records for new, withdrawing or transferring students

Non-School Based Positions may include:

- **Analyzes** and maintains knowledge of multiple bargaining units for implementation of processing salary increases.
- **Audits**, analyzes, and verifies employee timesheets for budget codes, pay rates, etc.
- **Audits** and verifies monthly preliminary payroll for all employees. Makes corrections as needed.
- **Audits** leave reports (from sub office) for availability of hours and enter into system.
- **Calculates** bi-monthly cash receipting figures for transmittal of funds to the county treasurer for optimum return on investments.
- **Calculates**, audits, and inputs workers compensation repays; prepares and reconciles central pension reports for payment; processes employee garnishments, IRS levies, etc.
- **Composes** legal re-payment agreements and/or pay memos when under-payment or over-payment is discovered.
- **Coordinates** the payroll timecard process with other departments and employees.
- **Corrects**, audits and updates changes to pay records based on increases or decreases in pay (e.g. Differential pay, ratification of bargaining agreements, etc.)
- **Determines** correct source for equipment repair needs; e.g. district maintenance, equipment representative, or private service company
- **Enters** and balances for payroll deductions
- **Enters** and verifies all payroll and accounting information.
- **Enters** requisitions to order merchandise from vendors; calculates cost and assigns budget codes; tracks purchase order balances; prepares requisitions to transfer merchandise charges between accounts
- **Evaluates** employee files and applicant files comply with ESSA requirements
- **Inputs** data from time sheets into computer; verifies accuracy of payroll information and ensures that monthly deadlines are met.
- **Maintains** employees leave balances and leave sharing program
- **Maintains** a variety of payroll files for both current and former employees
- **Manages** coaching and extra-curricular assignments/stipends with regard to system information, placement on salary schedule, correspondence, corrections in duties, and pay information.
- **Oversees** substitute and absence reporting in payroll using both system software and substitute system software.
- **Performs** a variety of research on payroll, benefits and retirement matters as needed
- **Prepares** information to go to purchasing for bids; evaluates information from bids at closing; submits requisitions; orders inventory from vendors as needed
- **Prepares** paperwork for affidavits for voided warrants, replacement warrants, and stale dated warrants
- **Processes** and tracks cash refunds owed to parents from computerized lunch systems and coordinates with accounting department
- **Processes** authorization/requests for direct deposits; processes status changes to employee W-4 filing and new hire set-up of mandatory deductions
- **Processes** free and reduced lunch applications; explains program and application to potential applicants
- **Provides** information for warrants and electronic files to County Treasurer
- **Provides** training and direction to Administrators, Office Managers, and Certificated staff for the purpose of maintaining compliance to Federal and State regulations.
- **Researches** pay history (pay and earnings) to determine employee pay calculations and retroactive pay, communicates pay changes and corrections to employees and payroll staff

- **Reconciles** and audits various bank and/or ledger accounts for the purpose of maintaining accuracy for governmental reporting
- **Reconciles** credit card statements with internet online payments
- **Reconciles** and verifies bank deposit slips and corrections to building cashier deposit records and district central cashier records
- **Researches** and fills out forms to verify an employee's wage and/or work days as requested by other school districts and agencies (i.e. DSHS, mortgage/bank lenders, IRS, etc.)
- **Reconciles** Bank ACH statements for deposits funded by the District for returned warrants.
- **Reissues** payroll checks, printing of paper checks, pay stubs and electronic files
- **Resolves** payroll and accounting problems for the purpose of complying with state and district requirements
- **Supports** food service workers, parents and district staff with point of sale issues; provides on line assistance with lunch sale software
- **Updates** records into a complex computer system concerning changes in an employee's deductions
- **Verifies** summary information from schools concerning lunch counts, deposits, sales and related information

Other Job Functions may include:

- **Appraises** and organizes archival materials for permanent retention
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Audits** workload for compliance to Board policies and governmental standards and regulations – RCW's and WAC's
- **Collaborates** with district personnel, vendors and peers for the purpose of implementing and maintaining service and/or programs
- **Coordinates** professional development for district trains for staff
- **Compiles** data for year-end reports to various agencies and for accountability reports
- **Compiles** information for various meetings including the School Board, department chairs, program staff, principals and teachers
- **Composes** confidential and public documents for the purpose of conveying information regarding school and/or district activities and procedures to District personnel, the public, state officials and the School Board
- **Creates** and maintains various files for a variety of employees and employee groups
- **Creates** and maintains purchase orders to coordinate, organize, and order supplies for the school/department
- **Cross trains** with all others for the purpose of providing appropriate coverage
- **Develops** and distributes training materials for the purpose of keeping Administrators, Principals, and Office Managers informed of up to date procedures and regulations
- **Distributes** and directs employee testing as needed for hiring and interviews
- **Ensures** that fingerprints are on file for all employees
- **Facilitates** parent/guardian mailings for accountability sanctions and school options
- **Inputs** and manages data on various databases and spreadsheets to create charts, reports, and brochures
- **Interprets** and applies collective bargaining agreement language for the purpose of providing information to employees.
- **Maintains** a variety of manual and electronic documents, files and records for the purpose of providing up to date reference and audit trail for compliance to governmental regulation and board policy.

- **Maintains** current knowledge of rules, regulations, technology and procedures governing payroll and accounting
- **Opens**, date stamps, and distributes mail
- **Organizes** and prioritizes workload to maintain high quality of customer service both internally and externally
- **Participates** in meetings workshops and seminars for the purpose of conveying and/or gathering information required to perform various functions of the job.
- **Performs** data entry activities with regards to personnel, payroll and accounting information into complex mainframe and PC programs
- **Enters** all credits and clock hours for employees for salary placement purposes
- **Prepares** new hire packets and plans and participates in new employee orientations for the purpose of gathering personnel documents and providing employees information on required trainings, district policies, and general information
- **Process** various forms; credit applications, resale certificates, affidavits, scholarships, prior approvals, travel, and unclaimed property for the purpose of complying to Board policies and Federal and State regulations
- **Provides** back-up for taking emergency work orders, determines authenticity, analyzes problem to determine which of the multiple skills to direct the problem to minimize negative impact on the educational programs and support facilities
- **Provides** customer service to students, staff, parents and the community providing detailed and accurate information
- **Performs** other related duties as assigned
- **Prepares** a variety of reports; updates and maintains records
- **Prepares** and distributes evaluation forms for schools/department
- **Process** Prior Approvals for Title I and LAP program staff (e.g. travel arrangements, substitute coverage, travel expenditures, etc.)
- **Provides** support for staff meetings and committee work by preparing, attending, and recording information including necessary follow up communications to all participants.
- **Responds** to inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties providing direction and/or corrective action
- **Reviews** a variety of documents for the purpose of ensuring accuracy, completeness and compliance with district procedures
- **Schedules** meetings, activities, and events to ensure that all arrangements are made and participants are notified
- **Troubleshoots** system problems and advises applicants on how to use the system
- **Verifies** accuracy and makes corrections if needed to state reports

Minimum Qualifications:

Education may include:

High school graduation or equivalent; three to five years of prior job-related experience with increasing levels of responsibility required. Associate of Arts degree in related field preferred. Demonstrated skills in school district human resources, finance, bookkeeping and accounting (payroll, purchasing requisitioning, and cash handling), experience in school district or public agency experience with more than 1,000 employees preferred. Previous experience with BusinessPlus software, online applicant system, and MS Office systems preferred, including advanced Excel skills.

Knowledge and Skills

Required Knowledge, Skills, Abilities:

- Position requires complex verbal skills to convey detailed, technical information
- Persuasive writing skills required, to convey detailed, technical information is a regular function of the position
- Possesses job specific skills, directly related experience and training required, AA or equivalent years of experience (e.g. specific school district position)
- Position is frequently responsible to stay current on tools and resources used within major scope of position
- Analytical auditing and reconciliations required (e.g. primary focus of position is financial, analytical problem-solving math equations)
- Advanced knowledge of software applications required (e.g. BusinessPlus payroll/financial processing, complex spread sheets)

Responsibility

- Collaborates with others outside of the District
- Interactions require frequent conflict resolution and the use of creative de-escalation tools so as to deal with confused, frustrated, or irate people, collaborate on outcomes, influence and persuade customers to maneuver sensitive issues of problematic situations
- Independent decision making is expected, with consultation of supervisor or administrator, positions is able to make independent decisions within a broad range of acceptable procedures and directions
- The majority of the job duties require high confidentiality of privileged information requiring advanced discretion within work group, district and outside the district (e.g. garnishments, harassment complaints, employee leaves/medical information, litigation, risk management)
- Leading and auditing others and/or the work of others district wide or outside the district

Working Conditions

- Position has routine interruptions, must shift priorities to meet customer needs
- Position requires regular physical exertion associated with an office environment

Licenses/Special Requirements:

Criminal Justice fingerprint clearance. Must pass district clerical testing, and additional testing upon interview