

SEDALIA SCHOOL DISTRICT #200

Job Title: Director of Business, Payroll, & Board Secretary

Job Overview

- Director of Business Salary Schedule
- 250 days as set in the annual calendars
- Reviewed annually with recommendation for re-employment in May
- Reports to Asst. Superintendent

Qualifications

- High school graduate or equivalent
- Expertise in Microsoft Applications
- Expertise in Google Applications
- Ability to organize and plan effectively
- Ability to maintain accurate records
- Work well with others
- Work with little to no supervision
- Maintain confidentiality in all aspects
- Possess an ethical and professional attitude toward colleagues and the policies of the District

Responsibilities and Duties

- SISFIN Financial Program
 - Working with administrators and co-workers, maintain all records pertaining to payroll, general accounting, activity clubs, school business records
- Payroll - Prepare and process payroll data as submitted for final result of pay and reports.
 - Verify full time, part-time, and substitute data entry to SISFIN
 - Frontline Absence and Time and Attendance
 - HR Portal
 - Direct Deposit
 - Leave
 - Mandatory Tax List
 - Benefits and Deductions
 - Wage Garnishments
 - Payroll Vendors
 - Payroll Taxes and Reports (941, MO Dept of Revenue, MO State Unemployment, etc)
 - W-2 processing and reporting
 - ACA processing and reporting
 - PSRS & PEERS retirement
 - Retiree & COBRA Health Insurance ACH deposits
 - 403(b) Plan Administrator
 - Employment Verifications
 - Unemployment Benefit Claims
 - FMLA
 - Employee Navigator
 - Wage Works
 - Various reports as due and/or requested

Job Title: Director of Business, Payroll, & Board Secretary

- School Business Accounting
 - Budget: Assist in preparation and update of the budget
 - Grants
 - Deposits, Cash Receipts, Returned Checks
 - Enter A/J's as instructed by administration
 - Close the month and prepare financial reports for review by the Board of Education
 - Complete and file the Annual Secretary of the Board Report
 - Audit: Supervise and retrieve requested items for audit
 - Work Comp Audit: Supervise and retrieve requested items for audit
 - ASBR
- Board of Education Secretary
 - Arrange locations for all Board of Education meetings and work sessions
 - Prepare board packets
 - Recording Secretary for all Board of Education meetings
 - Maintain correspondence between District Office and Board of Education
 - Board of Education filing/election
 - Board member graduation ceremony: pictures, caps and gowns
 - Policy updates to Board and web-site posting
 - Regulation updates web-site posting
- Assist other office staff as needed

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.