



Job Title: Business Office Specialist

Exemption Status/Test: Nonexempt

Reports to: Chief Financial Officer

Code:

Dept./School: Administration Office

Primary Purpose:

Accounts Payable: Work under close supervision and follow established procedures to maintain accounting records and process accounts payable according to standard accounting procedures.

Payroll: Compile and prepare regular district payroll, including related reports. Work under moderate supervision to ensure accurate and timely preparation of payroll records according to prescribed procedures and regulations.

Qualifications:

Education/Certification:

High school diploma or GED, college degree preferred

Special Knowledge/Skills:

Knowledge of basic accounting procedures

Proficient in spreadsheet, word processing, and database software applications

Knowledge of basic payroll accounting procedures

Ability to maintain accurate and auditable records

Ability to produce accurate work and meet timeline demands

Ability to multi-task numerous complex activities

Experience:

Preferred accounting related experience

Preferred payroll accounting experience

Preferred secretarial and positively interacting with the public experience

Major Responsibilities and Duties:

Accounting/Data Entry

1. Receive and process timely payment of all accounts payable invoices, requisitions, purchase orders, receipts, and vendor information. Verify invoices and purchase orders to ensure completeness and accuracy prior to payment.
2. Detect and resolve problems with incorrect orders, invoices, and shipments as needed.
3. Input data into accounting system.

Records, Reports and Correspondence

4. Prepare correspondence, forms, manuals, reports and payment authorizations following district standards and requirements.

5. Compile, maintain, and file all reports, records, and other documents as required.
6. Maintain vendor files and set up new accounts and make changes as needed.
7. Prepare accurate district payroll for distribution to employees following established procedures.
8. Receive and audit time sheets for district employees. Calculate employee wages, salaries, hours worked, overtime pay, and determine withholdings, deductions and net pay.
9. Balance payroll earnings and deductions; initiate related transfer of funds and deposits.
10. Maintain district payroll registers, employee payroll information, and other original documentation. Ensure district compliance with state, federal and district regulations and policy.
11. Data entry including records and reports. Prepare and post all payroll changes including payroll deductions, salary changes, terminations and new employees.
12. Compile, maintain, and file all reports, records and other documents as required including documents for payroll (such as absence from duty reports, and service records).
13. Prepare and submit payroll reports and forms including those required by Internal Revenue Service, Texas Workforce Commission, Texas Retirement System, Federal Insurance Contributors' Act (FICA), Medicare, Texas New Hire Reporting, and Workers' Compensation Commission.

Other

14. Take in District Deposits and record properly.
15. Answer incoming calls and greet visitors. Respond to routine inquiries from staff, parents, and the public. Refer inquiries or problems to the appropriate administrators.
16. Work cooperatively with human resource department, principals, department heads, campus and department secretaries, and employees to ensure accuracy of information reported. Resolve payroll problems and inquires.
17. Compile, maintain, and file all reports, records and other documents as required.
18. Maintain confidentiality of all information.
19. Follow district safety protocols and emergency procedures.
20. Other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.