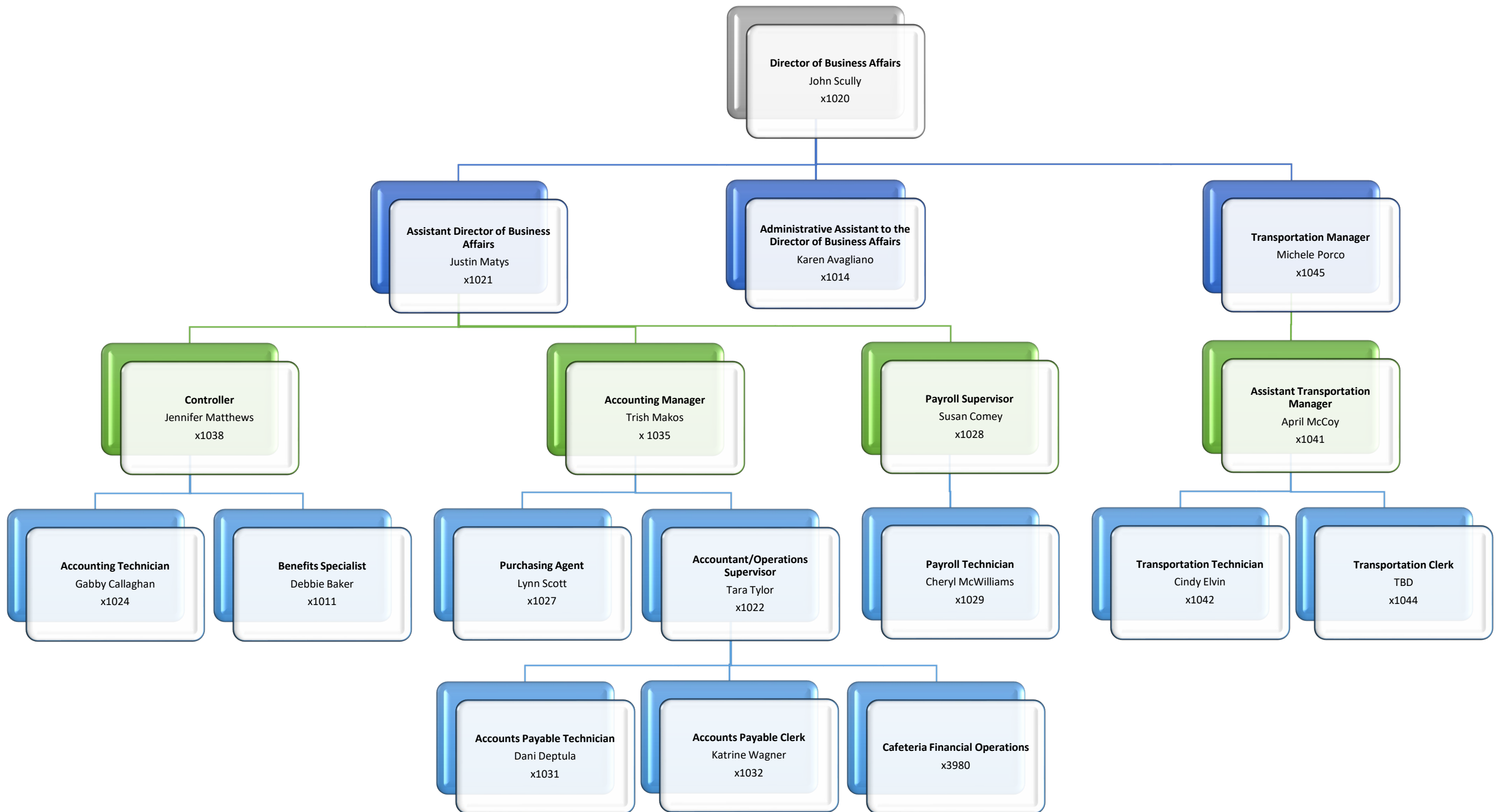


West Chester Area School District
Business Office
February 2025



Responsibilities by General Area:

Controller & staff - budget preparation, account codes, monthly and year-end financial reporting, board financial reports, online collections, benefit elections and benefit deductions, employment leaves, real estate tax collection, earned income tax

Accounting Manager & staff - purchasing, requisitions, bank reconciliations, copiers, cell phone reimbursement, construction & capital accounting, fixed assets, bidding process & requirements, federal state and local (including education foundation) grants

Benefits Specialist - benefit elections, benefit payroll deductions, employment leaves

Payroll Supervisor & staff - paycheck processing, federal state local tax/ employee benefit deductions, 403 b and 457 b tax shelter retirement plans, PSERS, wage garnishments. (Note for specific questions regarding approved salary/rates please contact the Human Resources department.)

Accountant/Operations Supervisor & staff - accounts payable processing, expense reports, student activities, financial reporting for cafeteria operations, mail services

Transportation Manager & staff - student transportation