RSU No. 5 Durham ~ Freeport ~ Pownal
Accounts Payable/Accounts Receivable/ Payroll
Coordinator 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 complete all payroll, accounts payable, and accounts receivable functions 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 bi-weekly payroll and accounts payable warrants for RSU No. 5.
3. Maintains electronic time entry process for payroll.
4. Prepares and electronically submits monthly Maine State Retirement and related reports and payments.
5. Processes all stipends wage agreements and payments.
6. Performs accounts receivable functions for the district. Including the creation of invoices, receipting of payments, processing of all deposits and the logging of deposit journal entries.
7. Reviews all benefit related insurance billing for accuracy.
8. Prepares, distributes, and submits all quarterly and year-end employee and vendor payment reports for taxation purposes including the processing and dispensing of IRS 941, IRS W-2, IRS 1095, IRS 1096, and IRS 1099 forms.
9. Provides payroll information to authorized third party vendors.
10. Is support assistance for Human Resource Coordinator.
11. Prepares and processes payments, for all district expense invoices which have been approved for payment by Administration.
12. Examines, checks, and verifies invoices and other accounting documents and records for completeness, discounts, extensions, signatures and accuracy of

computations, determines compliance with requirements and follows up discrepancies or refers them to Director of Finance and Human Resources for action.
13. Maintains and updates accounts payable vendor files.
14. Maintains vendor accounts, manages invoice questions, and works to resolve disputes with vendor.
15. Assists the Director of Finance and Human Resources in the annual audit.
16. Works cooperatively with other members of the Central Office.
17. Performs other duties as may be assigned by the Director of Finance and Human Resources and/or Superintendent.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows chain of command for various administrative procedures or concerns
6. Observes Board and school policy.
7. Meets and follows all State and federal laws and regulations.

EVALUATION:

Evaluated annually by the Director of Finance and Human Resources.

NOTE:

The above job description reflects the general requirements necessary to describe the principal 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 Name: _____

Employee's Signature: _____ Date:_____