

# Cochrane-Fountain School District – Job Description

## Title: Payroll and Student Accounts Specialist

### Summary

The payroll and student accounts specialist is responsible for all tasks relating to payroll processing such as collecting employees' timesheets and payroll data, calculating wages, issuing statements, detailing earnings, and preparing paychecks and related human relations functions. This position also supports, processes, and maintains student activity accounts and provides basic financial support for the district.

### Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

### Payroll Processing

- Oversee the District's personnel payroll record keeping functions.
- Administer the District's employee benefit plans and records.
- Ensure that the District's payroll complies with federal, state, and district requirements.
- Prepare spreadsheets and forms to ensure accurate payroll for contracted and hourly employees.
- Reconcile payroll taxes semi-monthly.
- Prepare quarterly reports, year-end reports, and W-2 forms.

### Student Accounts Processing

- Oversee student activity accounts record keeping functions.
- Process deposits (verifying accuracy and documentation).
- Ensure that the District's student activity accounts comply with federal, state, and district requirements.
- Prepare scheduled reports upon request.

### Personnel Systems Processing

- Maintain personnel files according to government regulations and district policy.
- Oversee new employee technology onboarding (usernames, passwords, equipment)
- Conduct employee background checks on employees and volunteers.
- Facilitate worker compensation claims and audits.
- Post job openings.
- Process employee leaves.
- Generate Letters of Assignment and Intent to Employ letters

### Other Financial Processing Responsibilities

- Prepare W-9 forms, 1099 forms and other tax related documents.
- Process purchase orders.
- Process deposits.
- Process mail delivery.
- Oversee the District's credit card use, balance, record keeping, and payment.
- Oversee the District's scholarship accounts.
- Prepare audit documents and participate in yearly district audit

## Records and Reporting

- Compile, maintain, and submit DPI reports.
- Maintain the BoardDocs for Board policies
- Assist in maintaining district handbooks, policy binders, and other essential documents.
- Post meeting agendas at local banks

## **Professional Responsibilities**

- Attend School Board meetings and committee meetings as needed.
- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, etc., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adhere to legal and procedural requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Follow all local, state, and federal regulations as they apply to the job.
- Perform other duties as assigned by Administration.

## **Typical Physical Requirements**

- Exertion of 30-60 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

## **Qualifications for Employment**

### Required

- Accounting degree (associates or bachelors) or equivalent experience
- Technology skills needed to effectively perform job
- Effective oral and written communications
- Organizational and time management skills
- Positive Interpersonal skills

### Preferred

- Working knowledge of Alio Software system
- Working knowledge of Infinite Campus

## **Terms of Employment:**

Employment is full-time, 12 months. Salary, benefits, and other compensation options to be recommended by the Superintendent and approved by the School Board.

## **Evaluation:**

Annual evaluation to be completed by the Superintendent.

**Adopted by the Cochrane-Fountain City School Board: 2/17/2021**