

Job Title: STAFF ACCOUNTANT

Qualifications: Associate Degree in Accounting or Business, or other related field. Minimum of two years of experience in Payroll. Accounts payable experience helpful. Strong mathematic, computational and computer skills are required as the ability to think critically. Knowledge of state and federal wage and hour laws. Knowledge of computerized payroll systems. Experience in an educational setting helpful, but not required. Such alternatives to these qualifications as may be appropriate and acceptable.

Reports to: Superintendent

Job Goal: To provide support to SAU team in the payroll and benefits related activity of the SAU.

Type of Position: 12 Month **Wage:** Contract

Hours per week: Exempt

Responsibilities:

- Receive, check and verify employee data from Executive Assistant to the Superintendent, entering information into or updating payroll database as necessary. Perform calculations of pay, withholdings, and deductions based on the information received. Identify issues and coordinate resolution with Executive Assistant to the Superintendent, Business Administrator, supervisor/administrator or employee, as appropriate
- Process payroll routinely in accordance with the annual pay calendar in addition to special payrolls as required, including timely final paychecks for involuntarily terminated employees. Prints and prepares checks for distribution. Generate and submits electronic payroll deposit files in a timely manner. Prepare, generate and submit tax files and payments in the manner prescribed and on a timely basis.
- Responsible for the day-to-day maintenance of the payroll database. Operate and maintain the payroll computer system such that his resource is fully utilized and useable as a database tool for budget development, collective bargaining information, and wage and benefit analysis
- Support the Business Administrator in the administration of all wage and hour, payroll, and related benefit matters
- Works with administrative assistants with payroll responsibilities at the school level. Takes a leading role in the planning, organization and presentation of refresher training for these individuals, an individual or group basis
- Prepare and submit authorized payroll data inquiries, including but not limited to employment verifications, retirements, disability insurance applications, and life insurance applications
- Enter and update employee attendance information, attend to FMLA and maternity leave request
- Prepares and files reports , being observant of legal restrictions on the release of certain types of information, including but not limited to IRS forms 941, W-2, and W-3 electronic reporting, New Hampshire Retirement System reporting, workers compensation reporting and audits, and state unemployment reports
- Work with Business Administrator in the preparation of the annual wage and benefit budgets, periodic contract negotiation analyses, and other payroll calculations as required
- Maintain payroll files and archives
- With the approval of the Superintendent, participate in appropriate professional meetings and trainings, and in this manner, keep informed on wage and hour research, trends, and developments, as well as federal and state regulations and laws
- Support the Business Administrator/ Executive Assistant to the Superintendent in the administration of all employee benefit programs, including but not limited to medical, dental, life, disability, worker's compensation, and unemployment compensation programs; deferred compensation and retirement programs, follows guidelines for the Affordable Care Act
- Able to work independently on new procedures as laws and requirements change
- Prepare and file reports as requested by the Business Administrator, being observant of legal restrictions on the release of certain types of information
- Serves as back up to the Executive Assistant to the Superintendent in regards to accident reports and claims.
- Maintain a complete and systematic set of all accounts payable procedures and records for the Hinsdale School District and is aware of deadlines regarding due dates of payables
- Supports school personnel responsible for producing requisitions for goods and services
- Process invoices for payment, generate checks and prepare pay order manifests for School Board approval
- Prepare general checks for payroll related payables in coordination with payroll, reviews bills of employee benefits for any changes

- Trace errors and records adjustments to correct changes or credits posted to incorrect amounts or to incorrect accounts.
- Communicate with school administrative personnel and other staff pertaining to orders and payment requests.
- Work with Business Administrator to address any issues. Responsible for assisting with the development of, recommending, updating and implementing internal control policies for the SAU and the School District.
- Support school district staff as needed in purchasing and accounts payable procedures and use of the accounting software system modules used.
- Assist Business Administrator in maintaining Accounting System and obtaining technical support from software provider.
- Responsible for tracking W-9 submission and for preparing and processing 1099 and 1096 reports.
- Acts as an advisor to the Business Administrator on questions relating to grants, accounts payable and purchasing. In communication on closing dates of grants for payments
- Perform the usual office routines and practices associated with a productive office.
- Performs other duties as required

EVALUATION: Performance of this job will be evaluated on a yearly basis by the Superintendent

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS

Lift up to 10 lbs: Frequently required
 Lift up to 25 lbs: Occasionally
 Lift 26 to 50 lbs: Rarely
 Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
 CARRY 11 to 25 lbs: Occasionally
 CARRY 26 to 50 lbs: Rarely
 CARRY over 50 lbs: Rarely

REACH above shoulder height: Occasionally
 REACH at shoulder height: Frequently required
 REACH below shoulder height: Frequently required
PUSH/PULL: Occasionally

**DURING AN EIGHT HOUR DAY,
 EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

Environment: Inside: 98% Outside: 2%

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally
 Bending: Occasionally
 Crawling: Rarely
 Squatting: Rarely
 Kneeling: Rarely
 Crouching: Rarely
 Climbing: Rarely
 Balancing: Rarely

WORK SURFACES: (describe)

Composite desk
 Carpet/tile floors
 Computer keyboard/screen

HAND MANIPULATION

Grasping:	Occasionally
Handing:	Frequently required
Torqueing:	Occasionally
Fingering:	Frequently required

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.
 Hearing: Necessary for receiving information and instructions.
 Sight: Necessary to do job effectively and correctly.
 Tasting & Smelling: Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and Viral infections carried by children

Cleaning products

I have reviewed this job description and am in acceptance of its parameters.

Employee

Date _____

District Representative

Date _____