

MENOMINEE AREA PUBLIC SCHOOLS JOB DESCRIPTION

POSITION: Business Office Assistant

This is a full time, twelve (12) month position that based at Menominee Area Public Schools.

QUALIFICATIONS:

1. Minimum requirements of Associate Degree in Accounting or a closely related discipline.
2. Minimum of three (3) years recent experience in payroll, accounts payable, and accounts receivable.
3. Reliable, dependable and flexible with the work schedule.
4. Excellent communication, organization, analytical and computer skills.
5. Critical thinking and problem solving.

REPORTS TO: Business Manager

PERFORMANCE RESPONSIBILITIES MAY INCLUDE:

1. Verify, allocate, and post detailed transactions of accounts receivable and accounts payable for all fund.
2. Prepare bank deposits and maintain files for all funds.
3. Process vendor checks and maintain files for all funds.
4. Create and update vendor data in accounting system.
5. Prepare invoices (as needed) and maintain files for all funds.
6. Process all requisitions, create/distribute purchase orders and maintain/monitor records.
7. Process all accounting transactions per the State Accounting Code.
8. Ensure that payments are distributed/coded and receipts are deposited/coded timely and accurately.
9. Prepare and distribute monthly accounts payable batch lists for board approval.
10. Prepare and submit 1099's and other necessary report.
11. Monitor all accounts periodically, make necessary adjustments and create account numbers as needed.
12. Monitor district banking which includes transferring money for all funds and accounts when necessary.
13. Assist with processing and record monthly School Meals Claims as needed.
14. Assist with monthly Board Packet information as needed.
15. Prepare and submit journal entries as needed.
16. Process, verify and maintain files for all timesheets and other worksheets.
17. Calculate and code all timesheets according to budget distribution.
18. Compute, verify and disburse wages and salaries, deductions, taxes and other withholdings.
19. Process, post and distribute payroll.
20. Prepare and submit payroll deduction payments to vendors.

21. Calculate, process and submit State (MI&WI) and Federal on-line payroll withholding tax payments.
22. Calculate, process and submit ORS retirement payments (employer and employee deductions).
23. Submit monthly Department of Labor Employment Statistic Report and quarterly Demographics reports.
24. Process and maintain employee flexible spending (Section 125) payments and other payroll deductions.
25. Calculate, process and submit on-line EPARS/TSA reports and payments for 403B deductions and HSA accounts.
26. Assist with preparing and submitting W2's and other necessary reports.
27. Assist with calendar and fiscal year end system reports and procedures to convert to new year.
28. Activate and process quarter changes in the system.
29. Complete Verification of Employment, Unemployment and other forms as needed.
30. Compile and maintain routine payroll reports.
31. Prepare and distribute memorandums to employees related to payroll issues.
32. Distribute open enrollment insurance information and submit/process changes when necessary.
33. Prepare and maintain necessary general ledger journal entries with supporting documentation for auditors.
34. Assist with independent auditors and mandatory state monitoring visits as needed.
35. Order and maintain all business supplies for the department.
36. Other business related job duties as assigned

OTHER SKILLS & ABILITIES (for the ISD and contracted LEAs):

1. Ability to organize, multi-task and prioritize work to meet deadlines.
2. Ability to effectively take direction as well as work independently and as a member of a team.
3. Ability to problem solve.
4. Ability to write quality reports and correspondence.
5. Ability to analyze and interpret data and provide recommendations.
6. Maintains confidentiality.
7. Adapts to frequent changes in the work environment.
8. Practices safe work habits.
9. Willingness to travel to local schools and attend conferences if needed.
10. Pass all required background checks.

TERMS OF EMPLOYMENT:

This is a full time, twelve (12) month position. Salary and benefits to be approved by the Board of Education.

EVALUATION:

Performance of this job shall be evaluated in accordance with provisions

of the Board's policy on evaluation of personnel

**Job descriptions include but are not limited to the above responsibilities and are subject to change without notice*

Send letter of application and resume to:

Mrs. Julie Krah, Administrative Assistant to the Superintendent

Menominee Area Public Schools

krahj@gomaroons.org

906-863-9951 Ext 2126

Deadline to apply: April 12, 2024