

Job Title: **ACCOUNTING CLERK**

Qualifications: Associate Degree in Accounting or Business or Mathematics. Minimum of three years of experience in Payroll and Accounting with 50 plus employees. Strong mathematic, computational and computer skills are required as the ability to think critically. Demonstrates competence in the use of office machines and computers, and proficiency in the use of account software, spreadsheets and word processing applications, read technical information, compose variety of documents, medical billing practices. 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: Business Administrator

Job Goal: To provide support to the Business Administrator in the payroll and benefits related activity of the SAU. Assist in the administration of business affairs and responsibilities to provide maximum education services and fiscal accountability. to work under limited supervision.

Type of Position: 12 Month (up to 24 hours per week) **Wage:** Hourly

Hours per week: Nonexempt

Responsibilities:

- Receives checks and verifies employee data, entering information into or updating payroll database as necessary. Performs calculations of pay, withholdings, and deductions based on the information received. Processes payrolls 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. Generates and submits electronic payroll deposit files in a timely manner. Prepares, generates and submits tax files and payments in the manner prescribed and on a timely basis. Prepares payroll payables requisitions and submits them to Accounts Payable in a timely fashion such that benefit vendor accounts are kept current.
- Responsible for the day-to-day maintenance of the payroll database. Operates and maintains 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.
- Supports the Business Administrator in the administration of all wage and hour, payroll, and related benefit matters.
- Prepares and submits authorized payroll data inquiries, including but not limited to employment verifications.
- Prepares reports as requested by the Business Administrator, 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 magnetic media reporting, New Hampshire Retirement System reporting. Submit reports to the Business Administrator for review and submission.
- Maintain a complete and systematic set of all accounts payable records.
- Support 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.
- Records adjustments as requested by the Business Administrator to correct changes or credits posted to incorrect amounts or to incorrect accounts.
- Communicates with school administrative personnel and other staff pertaining to orders and payment requests.
- 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 accounts payable and purchasing.
- Performs the usual office routines and practices associated with a productive office.
- With the approval of the Business Administrator, 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.
- Performs such other tasks and assume such other responsibilities as the Business Administrator may assign from time to time.

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	

EVALUATION: Performance of this job will be evaluated in accordance with Superintendent's Contract.

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	2
Stand: 1	1
Walk: 1	1

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
Handling:	Frequently required
Torquing:	Occasionally
Fingering:	Frequently required

Environment: Inside: 98% Outside: 2%

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:

Name/List: