

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

| | | | | | |
|---|--------------------------------|----------------|------------------|-------------------|--------------------|
| Job Title: | Senior Account Clerk II | | | | |
| Department: | Payroll | | | | |
| Reports to: | Controller | | | | |
| Supervises: | n/a | | | | |
| Description of job: | | | | | |
| SUMMARY OF RESPONSIBILITIES: | | | | | |
| <p>Responsible for computing the payroll for the district including all statutory and elective deductions. Maintains records of all staff leaves and attendance including computation of leave balances.</p> | | | | | |
| ESSENTIAL FUNCTIONS: | | | | | |
| <ul style="list-style-type: none"> • Process bi-weekly payroll • Post all new employees / terminations action entries • Post all employee / employer deduction codes, wage garnishments action entries • Process all payroll changes action entries • Post all job assignment and position control changes • Create Omni data file and upload via website • Create Direct Deposit ACH data file and transfer funds via bank website • Create Positive Pay data file and upload to Bank website • Upload Federal/FICA/ Medicare Taxes via website and perform ACH transfer • Upload State Taxes via website and perform ACH transfer • Create TIAA-CREF defined benefit data file and upload via TIAA-CREF website • Process TIAA-CREF ACH transfer • Process Summer School payrolls, ESY teachers / paraprofessionals, sports camp • Process all Manual Checks • Track and enter all Enter all longevity / degree changes as needed action entries • Responsible for Position Control adds, deletes, changes, and FTE change processes action entries • Run Payroll Check Register, labor distribution, journal distribution • Post Payroll Journal to General Ledger • Process Payroll Encumbrances and update remaining salaries • Prepare Journal Entry for cash transfer for the Town • File and update all W-4 forms • Provide backup to Payroll Clerk I during their absence • All other work assigned by the Controller | | | | | |
| Protective Personal Equipment: | | n/a | | | |
| Classification: | Sedentary: | Light: | Medium: X | Heavy: | Very Heavy: |
| <i>Classification Key:</i> | | | | | |
| <i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i> | | | | | |
| <i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i> | | | | | |
| <i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i> | | | | | |
| <i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i> | | | | | |
| <i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i> | | | | | |
| Driving Requirements: | | None: X | Manual: | Automatic: | |

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|-----------------------|-----------------------------|-----------------|-----|
| Floor Surface: | Carpet and/or tile | | |
| Inside: | 100% | Outside: | n/a |
| Lighting: | Incandescent or Fluorescent | | |
| Vibration: | n/a | | |

PHYSICAL DEMANDS

| LIFTING | | | | | | |
|---|-------|--------------|------------|----------|---------|-----------------------|
| Maximum weight lifted: up to 50 pounds occasionally | | | | | | |
| WEIGHT | Never | Occasionally | Frequently | Constant | Heights | Description of object |
| 0 – 10 lbs. | | X | | | | |
| 10 – 20 lbs. | | X | | | | |
| 20 – 35 lbs. | | X | | | | |
| 35 – 50 lbs. | | X | | | | |

| CARRYING | | | | | | |
|---------------------------------------|-------|--------------|------------|----------|-----------|-----------------------|
| Maximum weight carried: up to 50 lbs. | | | | | | |
| WEIGHT | Never | Occasionally | Frequently | Constant | Distances | Description of object |
| 0 – 10 lbs. | | X | | | | |
| 10 – 20 lbs. | | X | | | | |
| 20 – 35 lbs. | | X | | | | |
| 35 – 50 lbs. | | X | | | | |

| PUSHING/PULLING | | | | | | |
|---------------------------|-------|--------------|------------|----------|-----------|-----------------------|
| Maximum push/pull: 35 lbs | | | | | | |
| WEIGHT or FORCE | Never | Occasionally | Frequently | Constant | Distances | Description of object |
| 0 – 10 lbs. | | X | | | | |
| 10 – 20 lbs. | | X | | | | |
| 20 – 35 lbs. | | X | | | | |
| 100 + lbs. | X | | | | | |

| ACTIVITY | Never | Occasionally | Frequently | Constant | Comments |
|-----------------------|-------|--------------|------------|----------|----------|
| Sitting | | | | X | |
| Standing | | X | | | |
| Walking | | X | | | |
| Bending | | X | | | |
| Twisting | | X | | | |
| Crawling | X | | | | |
| Kneeling | | X | | | |
| Squatting | | X | | | |
| Climbing | X | | | | |
| Reaching – Vertical | | X | | | |
| Reaching – Horizontal | | | | X | |
| Grasping | | | X | | |
| Pinching | | X | | | |
| Manual | | X | | | |

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|----------------|--|---|--|--|--|
| Dexterity | | | | | |
| Fine Dexterity | | X | | | |

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma with post-secondary course work in accounting plus four to five years' experience in accounting or an equivalent combination of education/experience.

Accounting Skills:

Ability to understand Account Receivable and Liability balance sheet accounts and expenditure accounts. Ability to reconcile balance sheet accounts to actual costs.

Mathematical Skills:

Ability to calculate figures, design and utilize spreadsheet applications, and apply advanced algebraic and geometric concepts.

Software Skills:

Prior system administration of payroll / human resource software required, preferably Munis Software. Ability to prepare Excel spreadsheets required.

Data Skills:

Prior experience and ability to import and export data files between software programs. Convert text data files to excel data files. Ability to identify duplicate entry of data in multiple software programs. Analytic skills to eliminate data entry duplication by transferring data electronically between software packages.

Report Writing Skills:

Prior Report Writing skills required. Use of Crystal Reporting, Cognos or MS Access preferred.

Language Skills:

Ability to read, analyze, and interpret general accounting applications, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and communicate with employees and the public.

Reasoning Ability:

Ability to define problems, collect data, establish facts, draw valid conclusions and develop and implement recommendations. Ability to interpret an extensive variety of technical instructions in mathematical form and deal with several abstract and concrete variables.

License/Certificate/Certification:

n/a

Technological and/or Technical Skills:

Proficiency in Microsoft Excel, Word and Access

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Communication Skills:

Ability to interface with all levels of personnel and the public in a courteous and efficient manner

Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner.

Interpersonal and Problem solving skills:

Ability to interface with staff in a pleasing manner. Ability to effectively handle complaints and issues utilizing a personable problem solving approach.

Terms of Employment:

Per the North Kingstown Educational Support Professionals Contract

Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Educational Support Professionals Contract.

Date: 7/2016