

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Senior Account Clerk I
Department:	Payroll
Reports to:	Controller
Supervises:	n/a

Description of job:

SUMMARY OF REPSONSIBILITIES:

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.

ESSENTIAL FUNCTIONS:

- Process monthly unemployment invoice
- Print all payroll checks, manual checks, and direct deposit vouchers and distribute
- Maintain the ASEOP data base
- Liaison between school clerks, employees and administrators and provide support for ASEOP
- Maintain accrual balances in Munis and AESOP and reconcile on monthly basis
- Make corrections to and process bi-weekly accrual and substitute payroll data from PSST and import data into payroll
- Process all paperwork for vendor checks, annuities, charities, ERSRI service credits, union dues, and scholarships
- Process all MERS Salary Verifications
- Update ESP / Hourly name address changes to ERSRI
- Process all Wage verifications
- Print annual W-2's and upload data file to Social Security website
- Liaison to all ESP / Hourly employees
- Provide backup to Payroll Clerk II during their absence
- Process all cobra, life insurance and retiree health monthly reimbursement checks
- All other work assigned by the Controller

Protective Personal Equipment: n/a

Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
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Classification Key:

Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
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;
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;
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;
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.

Driving Requirements:	None: X	Manual:	Automatic:
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Work Environment

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

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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 Dexterity		X			
Fine Dexterity		X			

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

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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.

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.

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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: 1/2016