

District – Personnel Accountant

Job Titles: Personnel Accountant

Department: Finance/Accounting

Reports to: Accountant

Classification: Non-exempt

Category: Support Staff

Summary

Central Office staff provide support to administrators and other staff members.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Payroll Duties:
 - Review time sheets for accuracy, determine comp time and relay information to employee's supervisor.
 - Approve leave requests through the HR Portal, make changes and check for accuracy
 - Review substitute and hourly timesheets for accuracy and to track hours for ACA & retirement purposes
 - Enter monthly exceptions, review dock days, garnishments, benefit and/or deduction changes etc.
 - Process payroll by direct deposit for all employees
 - Process federal and state taxes, OASIS (retirement reporting), deduction and benefit checks
 - Coordinate and track flexible spending checks
 - Process Federal 941, Missouri Department of Labor Unemployment, and Multiple Worksite Report quarterly
 - Balance information to process W-2's annually.
- Responsible for record keeping of sick/personal/vacation leave and sick leave bank for the District.
- Provide information and respond to inquiries regarding worker's compensation, payroll, insurance, retirement, unemployment, and other benefits, etc.
- Coordinate and work closely with staff regarding: Contracts, Personnel Files, new employees and employees leaving the District.
- Responsible for collection and maintenance of pertinent personnel and payroll data on all employees. Process background checks on all new employees and contracted personnel (i.e. food service, bus drivers, therapists).
- File worker's compensation claims and unemployment protests.
- Complete employment verification information forms and personnel surveys.
- Work with auditors and building personnel on annual audit and provide follow-up as needed in assigned areas.
- Cross train with other Central Office positions and assist with other Central Office positions as needed.
- Become proficient with office software programs.
- Maintain confidentiality.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

None

Qualifications

Education - High school graduate and at least two years clerical experience

Certificates, Licenses, Registrations – None

Skills and Abilities

Language

An individual who holds this position must have the ability to:
Read and interpret documents such as instructions and procedure manuals.
Write simple and complex reports and correspondence.
Speak with members of the public and other staff members.

Computation

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.

Reasoning

An individual who holds this position must have the ability to:
Interpret instructions furnished in written, oral, diagram or schedule form.
Solve problems when such problems have a variety of concrete variables.

Technology

An individual who holds this position must:
Have strong computer skills including word processing, and working with spreadsheets and databases.
Be able to understand and submit online reports to state and federal agencies.
Have the ability to learn new systems and software.

Other Skills and Abilities

An individual who holds this position must have:
Strong interpersonal skills.
The ability to work closely with a variety of staff members and the public.
The ability to safeguard confidential information.

Physical Demands

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

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; close vision work, frequent computer use, and significant fine finger dexterity. Generally the job requires 90% sitting and 10% walking. This job is performed in a generally clean and healthy office environment. Punctual attendance is an essential function of this job.

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is consistent with a typical office environment.