

Randolph Central School Corporation

Corporation Treasurer Responsibilities

Payroll

- Bi-Monthly Payroll
- PERF Reports & Retirements
- TRF Reports & Retirements
- 941 Report
- Unemployment Report
- Sick, Vacation, Personal Days
- Garnishments
- Pay State, Fed., FICA, Medicare Taxes
- New Employment Paperwork
- W-2's
- ACA 1094-C & 1095-C

Human Resources

- VEBA & 401(a)
- 403(b)
- Health Insurance, COBRA & Health Savings Accounts
- Life, L.T.D. & Supplemental Life Insurance
- Colonial & AFLAC
- Vision & Dental Insurance
- FMLA
- Sick Leave Bank
- Medicare Reports
- Occupational Injury & Illness Report

Grants

- Pass Thru Grant Application & Reports
- Title I Reports
- Grants monthly reimbursement forms
- Time & Effort Reports

Accounts Receivable

- Receipt all Revenue

Budget

- Balance Monthly Bank Statements
- Monthly Reports
- Semi-annual Form 9
- Input new budgets
- Create budget for Cafeteria
- Maintain Grant Budgets
- Year End Transfers, Rollover & Reports
- Annual Report/Projected Revenues & Expenditures
- GATEWAY Reports

Contracts

Type Administrator, Teacher, Supplemental & Extra-Curricular Contracts
Maintain Spreadsheet on Extra-Curricular Positions

Scholarships

Receipt Scholarship Revenue
Cut checks to recipients

Other duties as assigned by the Superintendent.
This is not a comprehensive list.