

PROCESSES

REGIONAL OFFICE OF EDUCATION BOOKKEEPER / PAYROLL SPECIALIST

A bookkeeper and payroll specialist may be employed by the Regional Office of Education to provide professional services to the Region and its employees. The bookkeeper and payroll specialist, shall be responsible for the management of the Regional Office of Education's business/financial/payroll matters.

The bookkeeper and payroll specialist shall report to the Regional Superintendent.

Approved: 7/01/01
Revised: 4/01/04