

WARREN COUNTY SCHOOL DISTRICT
Office of Human Resources
Job Description

Act 93 - Non-Certificated

Supervisor: Business Administrator

Evaluator: Business Administrator

Department: Business Services

Description

Qualifications

- Bachelors Degree In Accounting or Associates Degree with Ten Years Experience Including Payroll
- Experience of Computer Applications in Accounting & Payroll, FinPlus Preferable
- Demonstrated knowledge of Microsoft Office modules
- Demonstrated Skills in Financial Modeling, report writing software
- Experience with multi-fund Governmental Accounting
- Excellent communication skills
- Ability to meet deadlines and work under stressful situations
- Knowledge of Payroll Laws and Taxation
- Attention to Detail and Ability to Work Independently

Duties, Responsibilities, and Functions

The essential functions of this position include, but are not limited to, the following:

- Transmit electronic bank transactions monthly including:
 - Bank Wires
 - ACH transactions
 - Fees and adjustments
 - Investment and Interest earnings
- General Ledger Accounting Functions including:
 - Account analysis and adjustment
 - Oversee Reconciliation of Multiple Bank Accounts monthly statements to the General Ledger including:
 - Two General Fund bank accounts
 - Including collateralized overnight sweep activity
 - Capital Reserve bank account
 - Two Food service bank accounts
 - Multiple (Four) Investment accounts
 - Holding Account
 - Petty Cash Accounts
 - Multiple Bond Fund Accounts
 - Reconciliation of State Reimbursements
 - Maintenance/Reconciliation monthly of Accounts Receivable Including:
 - Government Subsidies
 - Tax Collections
 - Reconciliation monthly of Accrued Liabilities including but not limited to;
 - Accrued payroll
 - Accrued payroll Taxes

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- General Journal Entries
 - Chart of Accounts Maintenance
 - Compliance with PA School Code
- Report writing via Report Writing Software
 - Monthly Board Financial Reports
 - Monthly Budget Status
 - List of Bills
 - Salary Reports
 - Treasurers Report
 - Athletic Fund Status Report
 - Special Reports
 - Analysis Reports
- Financial Modeling
- Financial Report preparation to Board of School Directors and Administration
- Research including but not limited to
 - Statutory
 - Federal & Local Code as it relates to Business Services
 - Payroll Federal and State Code reporting requirements,
 - District Policy
 - State Department of Education financial mandates
- Financial Analysis & Monitoring
 - Monthly analysis of transaction postings
 - Correction by Journal Entries of miss-postings
- Budget Monitoring and Analysis
 - Monthly analysis of budget status
 - Preparation of Budget adjustments
 - Posting of Budget transfers
- Assist with Budget preparation and monitoring
- Staff Supervision
 - Admin Asst-Accounting
 - Admin Asst-Payroll Supervisor
- Liaison to Annual Audit by Independent Auditors
 - Assemble data for Audit from but not limited to:
 - Federal Programs office
 - Special Education office
 - Accounts Payable office
 - Asset acquisitions and disposals
 - Grants
 - Tax Collection
 - Payroll
 - Etc.
- System Upgrades and Module Implementations
 - Position Control
 - Personnel Budgeting
 - Applicant Tracker
 - Employee Access
 - FinPlus System Upgrade

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- Assist & provide support for bi-annual State Audit
 - Collect data from but not limited to:
 - Federal Programs office
 - Special Education office
 - Accounts Payable office
 - Asset acquisitions and disposals
 - Grants
 - Tax Collection
 - Payroll
 - Etc.
- Analysis of costs and revenues for multiple Governmental Funds
- Other Duties as assigned by the Business Administrator
- Participation in appropriate Professional Development
- Back-up for Security Maintenance for Finance Plus Software
- Oversee/Mentor Payroll Office
 - Review and Approve Payroll Tax Payments
 - Review and Approve Year End Processes (Fiscal and Calendar)
 - Review and Approve Table Maintenance
 - Assist during Peak and Vacation Periods
 - Monitor all aspects of Payroll Department
 - Salaries
 - Quarterly and Year End Tax Returns
 - PSERs Monthly Reports
 - PSERs Maintenance
 - PDE 2105
 - Set Up Procedures working with Federal Programs
 - Audit 2008-2009 and 2009-2010 for compliance with State Auditor

Comments

This position requires problem solving skills, analytical, speaking, and writing ability, reasoning skills, initiative, spatial perception, accuracy, visual and auditory discrimination, patience, and concentration skills.