

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

Position: BOOKKEEPER (Payroll, Benefits, Special Programs)

Supervisor: Business Manager

GENERAL JOB DESCRIPTION: Compiles payroll data to maintain payroll records and maintains assigned budget files by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Plan for and manage the resources for which he/she is responsible.
2. Communicate accurately and effectively.
3. Comply with all School Board policies and administrative regulations.
4. Manage automated substitute system.
5. Process all payroll checks and/or direct deposits.
6. Comply with federal and state withholding and reporting requirements.
7. Maintain security of payroll records and keep all data in audit-ready requirements.
8. Calculate salaries based on annual contracts, hours and rates of pay for each employee and computes authorized deductions.
9. Calculate and track payroll expenses by employee and multi-cost center.
10. Apply knowledge of tax laws related to payroll, i.e. overtime, tuition assistance, fringe assistance, fringe benefits, and third party sick leave pay.
11. Observe DCS's policies for bereavement leave, summer pay, sick leave pay and annual leave.
12. Complete all payroll reports.
13. Responsible for establishing/implementing/maintaining procedures for gathering information necessary for the accurate and timely processing of payroll.
14. Reconcile statements and periodic reports to request payments for insurance, retirement, unemployment insurance, etc.
15. File and follow up on Worker's Compensation claims and paperwork if needed.
16. Coordinate sick pay with paid Worker's Compensation benefits.
17. Track limit of sick and annual leave earned, used and the balance accrued for each employee.
18. Calculate each employee's percentage of paid benefits and DCS's percentage of expense based on employee annual salary.
19. Prepare reports for U.S. Department of Labor, New Mexico State Department of Labor, Income Support Division, unemployment claims, W-2 forms, IRS Forms, OSHA, Bureau of Census, any additional state agency, etc.
20. Update and maintain the salary schedules for budgeting support.
21. Calculate and project payroll costs for budgeting support.
22. Prepare contracts, letters of intent, letters of assurance, etc. as needed.
23. Prepare and assist in year-end close out of payroll records and updating of accrual schedules on yearly basis.
24. Is knowledgeable in budgeting paperwork and procedures for assigned funds.

25. Responsible for monitoring and reconciling payroll encumbrances during the fiscal year.
26. Attend professional development conferences.
27. Attend appropriate staff and/or committee meetings.
28. Must be able to handle high-level of stress satisfactorily and be congenial with other employees, parents, students and outside agencies at all times.
29. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent's designee.

QUALIFICATIONS:

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

1. High School Diploma or equivalent; or six months to one year related experience and/or training; or equivalent combination of education and experience.
2. Specific knowledge of Personnel laws are required including but not limited to, FMLA, FLSA, etc. preferred.
3. Knowledge of State purchasing and laws is preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, managers, staff, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, percentages, and decimals. Ability to compute hourly rates and percentages.

REASONING SKILLS:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS:

MUST be proficient in Microsoft Excel. Ability to operate a personal computer in a networked environment; competency in using the Windows operating system; proficiency using applicable portions of Microsoft Office suite of products, Accounting software, and other programs as required.

CONTINUING EDUCATION REQUIREMENT:

To continue to perform this job successfully, an individual must obtain at least 16-hours of continuing

education specific to job functions if a PED license is held.

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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear. The employee frequently is required to walk. The employee must regularly lift, move and/or push, pull 25 pounds and frequently lift, move and/or push, pull up to 50 pounds with assistance. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus.

WORK ENVIRONMENT:

The work environment characteristic described here are representative of those employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies, usually quiet. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required

TERMS OF EMPLOYMENT:

1. FLSA non-exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: _____

Signature: _____ Date: _____

Supervisor: _____ Date: _____