



Browning Public Schools
JOB DESCRIPTION
Effective: January 19, 2015



Accounting Clerk (Payroll)

Summary of Functions

Administers payroll, various budgeting procedures, and provides accounting assistance to the Director of Finance. Provides leadership and training for other district personnel in the area of payroll and budgeting. Stays current with school accounting issues.

Essential Duties and Responsibilities

- 1) Compliance – Determines that the district complies with all laws, rules, regulations and agreements relating to payroll.
- 2) Payroll System – Oversees all aspects of computerized payroll system to determine that processes are correctly and timely performed. Assists in developing changes in payroll procedures and implements approved changes. Determines that payroll changes are correctly coded to general ledger accounts.
- 3) Unemployment – Responsible for the completion of eligibility claims within 10 days of receiving notification from the State of Montana.
- 4) Database – Routinely enters changes in database such as new hires, employee status, employment contracts, union agreements, tax tables and withholdings, deductions, retirement and employer payroll expenses. Coordinates with the Personnel Department so that information is consistent and accurate.
- 5) Regular Process – Verifies and enters timesheets (approximately 250 per semi-monthly payroll), other pays, special deductions, docks for excessive leave taken and adjustments. Prints and edits reports and enters corrections. Produces and assembles payroll checks for distribution.
- 6) Payroll Liabilities – Verifies payroll liabilities and prepares source documents for payment. Prepares deposits for ACH tax account and delivers local tax and deduction checks. Telephones IRS for sweep of ACH account.
- 7) Quarterly Reports – Reconciles amounts generated by payroll system with district books. Determines and corrects errors. Prepares quarterly tax, worker's compensation and other required reports and prepares requests for payment.
- 8) W-2 Forms – Adjusts errors in employee database files. Prints and mails W-2's. Produces diskettes and mails to tax agencies.
- 9) New Year – Implements changes in tax tables, deductions, benefits, contracts and wage rates that change with January 1 or July 1 year as applicable.
- 10) Organization – Develops methods to monitor activities in order to meet scheduling and related deadlines related to all aspects of the position. Plans, organizes and maintains files, data binders and other information in an orderly, logical manner.

- 11) Training – Provides training to employees and others in procedures relating to these functions. Develops and disseminates information to provide coordination of efforts in carrying out functions.
- 12) Communications – Communicates effectively, both in writing and verbally, with employees, department supervisors, governmental agencies, and the public as necessary to maintain harmonious relationships and maintain a smooth flow of work in process.
- 13) Confidentiality - Maintains safeguards over protected, privileged, and confidential information, verbal and written, to prevent unauthorized disclosures.
- 14) Backup – On a temporary, rotating basis, serves as backup to receptionist, answering phones and greeting visitors, during breaks or lunch as assigned. Provides backup to other Business Clerks as needed.
- 15) Petty Cash – Responsible for the accurate distribution of petty cash and reconciliation of accounting associated with petty cash associated with the Business Office.
- 16) Bank Deposits – Deposits cash with local bank.
- 17) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate to assist the Business Office and Human Resources Department with filing and other functions.

Organizational Relationships

Supervised by and reports to the Director of Finance/District Clerk. Supervises office assistants as assigned by the Director of Finance.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- High school diploma or equivalent.
- Associate Business Degree and/or two years of experience in accounting clerical field.
- Proficient with desktop computers, preferably Microsoft operating system, Word and Excel.
- Knowledge of office practices and procedures.
- Knowledge of and experience in operating office equipment, including calculators, copiers, fax machines, and typewriters.
- Skilled and accurate as a qualified typist and in performing data entry.
- Good communication and organization skills.
- Ability to work with others and without close supervision.
- Ability to handle details accurately.
- Ability to focus on work despite open office interruptions.

- Good work habits.

Desirable Qualifications –Experience in preparing payrolls, centralized accounting software applications, administering budgets, and governmental accounting.

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

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.



Browning Public Schools
JOB DESCRIPTION
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Accounting Clerk (Personnel Benefits)

Summary of Functions

Under general supervision, administers personnel benefits programs for the district and performs accounting clerical and secretarial functions for the Finance Department.

Essential Duties and Responsibilities

A. General

- 1) Correspondence – Drafts and transcribes letters, memos, notices, announcements, reports and other documents from general instructions and dictation utilizing various media. Uses word processing software and electronic mail to create, copy, edit, store, retrieve and print a variety of documents. Processes incoming correspondence as instructed.
- 2) Data Entry - Uses database or spreadsheet software to enter, retrieve, revise, sort or calculate and retrieve data for reports. Prepares, verifies, and enters financial and informational data in various databases including centralized accounting system.
- 3) Files – Establishes and maintains files in a logical, ordered manner including labels and physical aspects to facilitate locating and retrieving files and documents. Searches for and assembles information from files and documents in the office and from outside sources for use by the supervisor and other authorized users
- 4) Work Mans Compensation – Receives claims and verifies for accuracy. Manages claims through correspondence with claims adjuster.
- 5) Student Accidents – Manages student accident reports for accuracy and provides correspondence to parents/guardians as need. Works with insurance provided and prepares purchase orders for payment.
- 6) Reconciles Payroll – Assists with payroll by reconciling leave to timesheets to ensure accuracy.
- 7) Communications – Communicates effectively, both in writing and verbally, with employees, department supervisors, governmental agencies, and the public as necessary to maintain harmonious relationships and maintain a smooth flow of work in process.
- 8) Confidentiality - Maintains safeguards over protected, privileged, or confidential information, verbal and written, to prevent unauthorized disclosures. Understands that certain information may be sensitive and does not share it with others.

- 9) Backup – On a temporary, rotating basis, serves as backup to receptionist, answering phones and greeting visitors, during breaks or lunch as assigned. Provides backup to and cross trains with co-workers as needed.
- 10) Organization – Develops methods to monitor activities in order to meet scheduling and related deadlines related to all aspects of the position. Plans, organizes and maintains files, data binders and other information in an orderly, logical manner.
- 11) Public Relations – Establishes and maintains good relationships with supervisor, co-workers, other district personnel, students, parents, suppliers and the public. Works to enhance the appearance and professionalism of the office.
- 12) Reports – Prepares and submits reports and other documents as required.
- 13) Training – Participates in training sessions, at BPS expense, as directed. May provide training to co-workers as needed and ensures that their on-the-job training conforms to work standards and job requirements. Develops and disseminates information to provide coordination of efforts in carrying out functions
- 14) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate to assist the Business Office and Human Resource Department with filing and other functions.

B. Special

- 1) Health Insurance – Administers the district health insurance program. Monitors program changes and notifies employees. Routinely enters changes in database such as new hires or employee resignation/terminations. Verifies health insurance billings for payment and reconciles monthly statements. Monitors COBRA and retired employees.
- 2) Employee Leave – Monitors classified and certified employee leave. Insures leave slips match to the computerized personnel system for payroll. Interfaces the system with payroll. Maintains the accounting for union sick leave banks and provides reports and performs reconciliations with the Sick Leave Bank Chair of each union group. Maintains other leave banks in computer system. Coordinates with the Personnel Department so that information is consistent and accurate.
- 3) Bank Deposits – Prepares bank deposits for district and student accounts.
- 4) Time Clock – Monitors the time clock software on a daily basis to include; adding or deleting employees, editing missed punches and closing out weeks in the system.
- 5) Heritage Books – Take orders, process payment and ship orders to customers as related to the Heritage Book Collection.

Organizational Relationships

Supervised by and reports to the Director of Finance/District Clerk.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- High school diploma or equivalent.
- One (1) year education and/or experience in payroll, employee benefits or accounting/bookkeeping.
- Proficient with desktop computers, preferably Microsoft Word and Excel.
- Knowledge of office practices and procedures.
- Knowledge of and experience in operating office equipment including calculators, copiers, fax machines, and typewriters.
- Skilled as a qualified typist.
- Good communication and organization skills.
- Ability to work with others and without close supervision.
- Ability to handle details accurately.
- Ability to focus on work despite open office interruptions.
- Excellent work habits.

Desirable Qualifications – Previous successful experience as an accounting clerk. College-level course work in accounting, preferably a degree with emphasis in accounting.

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

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Browning Public Schools
JOB DESCRIPTION
Effective: January 19, 2015



Accounting Clerk (Student Accounts and Purchase Cards)

Summary of Functions

Under general supervision, performs and administers accounting and bookkeeping for certain functions including student activity accounts and district purchase cards. Such functions typically include; preparing checks for student activities and reconciliations of the purchase card system. Also serves as cashier for receiving, receipting, safeguarding and depositing district cash from schools and other sources for student accounts. May perform secretarial functions as needed.

Essential Duties and Responsibilities

- 1) Student Accounts – Responsible for receipting cash, paying claims, paying referees and other temporary staff and creating reports to monitor expenditures from the student accounts system. Assists employees with questions regarding student activity accounting. Provides student activity club sponsors or advisors with a quarterly statement, which will reconcile the bank account for the extracurricular fund with the detailed account with within the extracurricular fund maintained for each student function. (MSA in .
- 2) Purchase Cards - Responsible for checking purchase cards, collecting receipts (which entails contacting staff or vendors) and matching receipts to purchase orders in order to correct code and process payment. Additionally responsible for reconciling student activity meals with board approved guidelines related to student travel.
- 3) Cash – Receives cash for student accounts, ensures that cash is properly counted or bagged and issues receipts according to control procedure. Codes cash receipts appropriately.
- 4) Reconciliations – Performs reconciliations between book balances and other balances or with source documents as necessary.
- 5) End-of-Period Procedures – Determines that end-of-month and end-of-year procedures for the computerized accounting system are completed and provides assistance in closing books and preparing related reports.
- 6) Data Entry - Uses database or spreadsheet software to enter, retrieve, revise, sort or calculate and retrieve data for reports. Prepares, verifies, and enters financial and informational data in various databases including centralized accounting system.
- 7) Files – Establishes and maintains files in a logical, ordered manner including labels and physical aspects to facilitate locating and retrieving files and documents. Searches for and assembles information from files and documents in the office and from outside sources for use by the supervisor and other authorized users

- 8) Backup – On a temporary, rotating basis, serves as backup to receptionist, answering phones and greeting visitors, during breaks or lunch as assigned. Provides backup to and cross trains with co-workers as needed.
- 9) Communications – Communicates effectively, both in writing and verbally, with employees, department supervisors, governmental agencies, and the public as necessary to maintain harmonious relationships and maintain a smooth flow of work in process.
- 10) Confidentiality - Maintains safeguards over protected, privileged, or confidential information, verbal and written, to prevent unauthorized disclosures. Understands that certain information may be sensitive and does not share it with others.
- 11) Meetings – Attends and participates in staff meetings as required.
- 12) Organization – Develops methods to monitor activities in order to meet scheduling and related deadlines related to all aspects of the position. Plans, organizes and maintains files, data binders and other information in an orderly, logical manner.
- 13) Procurement – Researches and obtains needed equipment, services, and supplies for the office in compliance with department procedures. Maintains office supplies, publications, etc.
- 14) Public Relations – Establishes and maintains good relationships with supervisor, co-workers, other district personnel, students, parents, suppliers and the public. Works to enhance the appearance and professionalism of the office.
- 15) Reports – Prepares and submits reports and other documents as required.
- 16) Training – Participates in training sessions, at BPS expense, as directed. May provide training to co-workers as needed and ensures that their on-the-job training conforms to work standards and job requirements. Develops and disseminates information to provide coordination of efforts in carrying out functions
- 17) Other – Performs such other functions and assumes such other responsibilities as supervisor may from time to time assign or delegate to assist the Business Office and Human Resources Department with filing and other functions.

Organizational Relationships

Supervised by and reports to the Director of Finance/District Clerk. Supervises office assistants as assigned by the Director of Finance.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- (1) Associate Business Degree or (2) high school diploma/GED and two (2) years of successful experience in accounting clerical field or equivalent
- Proficient with desktop computers, preferably Microsoft operating system, Word and Excel.

- ❑ Knowledge of office practices and procedures
- ❑ Knowledge of and experience in operating office equipment, including calculators, copiers, fax machines, and typewriters
- ❑ Skilled and accurate as a qualified typist and in performing data entry
- ❑ Good communication and organization skills
- ❑ Ability to work with others and without close supervision
- ❑ Ability to handle details accurately
- ❑ Ability to focus on work despite open office interruptions
- ❑ Good work habits

Desirable Qualifications –Experience in centralized accounting software applications, administering budgets, and school accounting. Previous successful experience as an accounting clerk. College-level course work in accounting.

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

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Browning Public Schools
JOB DESCRIPTION
Effective: January 19, 2015



Accounting Clerk (District Claims)

Summary of Functions

Under general supervision, performs and administers accounting and bookkeeping for certain functions including food service and others as assigned. Such functions typically include budgeting, expenditures, reporting, and reconciliations. Also serves as cashier for receiving, receipting, safeguarding and depositing district cash from schools and other sources. May perform secretarial functions as needed.

Essential Duties and Responsibilities

- 1) **Claims** – Enters claims against the district daily into software, prints checks and pays district claims in compliance with School Board Policy.
- 2) **Books** – Routinely examines accounts, both general ledger and budgetary, to determine that transactions are properly entered. Enters corrections to computerized accounting systems and prints and files related reports.
- 3) **Cash** – Receives district cash, ensures that cash is properly counted or bagged and issues receipts according to control procedure. Deposits cash with local bank. Codes cash receipts appropriately.
- 4) **Reconciliations** – Performs reconciliations between vendor invoices and payment of receipts.
- 5) **End-of-Period Procedures** – Determines that end-of-month and end-of-year procedures for the computerized accounting system are completed and provides assistance in closing books and preparing related reports.
- 6) **Data Entry** - Uses database or spreadsheet software to enter, retrieve, revise, sort or calculate and retrieve data for reports. Prepares, verifies, and enters financial and informational data in various databases including centralized accounting system.
- 7) **Files** – Establishes and maintains files in a logical, ordered manner including labels and physical aspects to facilitate locating and retrieving files and documents. Searches for and assembles information from files and documents in the office and from outside sources for use by the supervisor and other authorized users
- 8) **Backup** – On a temporary, rotating basis, serves as backup to receptionist, answering phones and greeting visitors, during breaks or lunch as assigned. Provides backup to and cross trains with co-workers as needed.

- ❑ Ability to work with others and without close supervision
- ❑ Ability to handle details accurately
- ❑ Ability to focus on work despite open office interruptions
- ❑ Good work habits

Desirable Qualifications –Experience in centralized accounting software applications, administering budgets, and school accounting. Previous successful experience as an accounting clerk. College-level course work in accounting.

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