

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: DISTRICT FINANCIAL ASSISTANT

GENERAL DESCRIPTION: The District Financial Assistant is responsible for processing accounts payable, and payroll, completing related State and Federal reports, assisting the auditor at year end, and answering phones as needed or required.

QUALIFICATIONS:

High school diploma or GED; supplemented by minimum three (3) years previous experience and/or training that includes bookkeeping, accounts payable and payroll, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions.

KNOWLEDGE: Knowledge of electronic spreadsheets and word documents required. Knowledge of ADS accounting software preferred.

SKILLS:

1. Requires good human relation skills.
2. Requires strong organizational skills to balance demands of a multi-tasking position.
3. Requires commitment to accuracy and conscientious attention to detail.
4. Requires strong technology skills in the areas of office software, electronic communication, database systems, financial accounting software, state reporting, and office equipment operation.

ABILITIES: Ability to work under pressure to meet deadlines. Ability to maintain confidentiality.

CLASSIFICATION: This position is designated as a support position, and is part of the school administrative unit.

REPORTS TO: Business Administrator

SUPERVISES: Not applicable

ROUTINE FUNCTIONS AND RESPONSIBILITIES:

PAYROLL

1. Set up annual salaried and hourly payroll. Enter new employees in system and inactivate employees leaving the district.
2. Work with teacher and support union representatives to enter dues deductions.
3. Process bi-weekly payroll, including filing of federal taxes and direct deposit online.
4. Run payroll checks, stuff envelopes.
5. Maintain records of sick, personal, professional, bereavement and vacation days.
6. Prepare and file electronically monthly New Hampshire Retirement report.
7. Prepare and file monthly new hire report.
8. Prepare and file quarterly 941 and unemployment reports.
9. Prepare and distribute W-2's to employees at year end and file Federal reports electronically.

10. Process verification of employment as needed.
11. Process Workman's Compensation claims.
12. File all payroll materials.
13. Communicate with school personnel as needed to answer questions or request information.

ACCOUNTS PAYABLE

1. Monitor and post purchase orders prepared by school bookkeepers.
2. Review bills for payment.
3. Process bi-weekly manifests, print checks and prepare reports for School Board.
4. Communicate with vendors, school bookkeepers, personnel and administration as needed to answer questions or request information.
5. Monitor all voided checks (including payroll) and send to District Treasurer.
6. File all bills and invoices.

OTHER

1. Answer phones when Administrative Assistant for the Superintendent is absent or assisting others.
2. Perform secretarial work for the Assistant Superintendent for Curriculum such as copying, collating, typing, and ordering refreshments/meals for professional development.
3. Maintain petty cash for Superintendent's Office.
4. Monitor office safe.
5. Maintain inventory of computer and printing supplies (envelopes, checks, etc.)
6. Assist auditor at the close of the school year.

The list of essential functions, as outlined above, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

WORKING ENVIRONMENT: The employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following:

1. While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch.
2. Employee is occasionally required to drive.
3. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
4. Tasks may involve extended periods of time at a keyboard or work station.
5. Some tasks require visual perception and discrimination. Tasks require visual perception and discrimination. Vision abilities include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

6. Some tasks require oral communications ability.
7. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.
8. Noise level is that of a typical school or office setting.

TERMS OF EMPLOYMENT:

1. Year round, 5 days per week, 8 hours per day
2. Hourly wage with overtime subject to compensatory time per school district policy
3. Clear criminal background check
4. Verification of health to perform job
5. Valid driver's license
6. Support contract with salary and benefits as defined by School Board Policy

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.