

Wrightstown Community School District
Accounts Payable and Payroll Specialist
(Job Description)

Primary Objectives

- Promote the vision, mission, beliefs and expectations of the Wrightstown Community School District
- Assist and support the District Administrator and Business Official in day-to-day operations of the school district
- Perform confidential, skilled office and bookkeeping work calling for considerable individual judgment and accuracy
- Present a positive image in contacts with students, parents, staff, and community
- Promote and encourage a positive School District experience for students, parents, staff, and community

Performance Responsibilities➤ Communications

- Function as the receptionist in greeting the parents, public, and staff in person and on the phone
- Maintain a high degree of confidentiality within and outside the District and work collegially with all staff members and the general public
- Serve as a resource and conduit of information for students, parents, staff, and community
- Gather and disseminate important information in a timely manner

➤ Record Keeping

- Prepare, maintain, and distribute financial reports as requested
- Collect and receipt all cash payments made to the buildings or student activity accounts

➤ Business Services

- Process and record all district requisitions and purchase orders
- Prepare bank deposits for student activity accounts, student field trips, and student fees
- Reconcile and maintain all student activity accounts
- Manage collection of NSF dollars
- Insure the timely management and processing of accounts payable
- Prepare all officials checks and athletic fees for distribution

➤ Human Resource Support

- Maintain all aspects of the employee benefits program and workers' compensation
- Assists in processing data for district health insurance benefits
- Receive and compute all payrolls, making deductions for income tax, retirement, health and medical insurance, and other necessary deductions
- Record and process all staff leave, sick time, personal leave, and general leave

➤ Collaboration and Problem Solving

- Collaborate with other clerical support staff throughout the district

➤ Other Responsibilities

- Perform all other duties as District Administrator, Business Official or Board may determine.

Qualifications

- A high school diploma
- A minimum of an associate degree in Accounting Assistant or a minimum of three years of previous successful work experience in a professional office environment
- Knowledge of the following tools and office equipment: personal computer, copy machine, telephone, district-specific software, email, EXCEL, WORD
- Strong oral and written communication skills
- Strong math and bookkeeping/accounting skills
- Strong human relations skills
- Ability to work independently
- Ability to prioritize tasks

Reports To

- Business Manager

Evaluation

- Annual written evaluation to be completed by the Business Manager.

Adopted: January 15, 2014

Reviewed:

Revised: October 18, 2022