

**ROLLING HILLS LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION: Fiscal Assistant

CONTRACT: 260 Day

PREFERRED QUALIFICATIONS: Bachelor's Degree in accounting or related field with two years' experience in governmental fund accounting

Valid Ohio Treasurer's License or Ohio School Business Manager's license or willingness and ability to obtain license within twelve (12) months.

REQUIRED QUALIFICATIONS: Associates Degree in accounting or related field with two years' experience in a related field OR five years' experience in a related field

Must complete a BCI/FCI background check

Must be bondable under District's existing policy

COMPENSATION: Salary per Board-adopted salary schedule commensurate with training, experience and responsibilities and full benefits package

REPORTS TO: Treasurer

EMPLOYMENT STATUS: Full-Time Administrative Management-Level Employee

FLSA STATUS: Exempt Salaried

DESCRIPTION:

Utilizes state software to prepare and process payroll (e.g., employee withholdings and deductions, employer provided benefits, agency payroll charges, accrued leave and disability buy-backs, and direct deposit reversals; prepares and processes pay-ins; posts receipts to fiscal records cash journals and checkbooks; validates, authorizes and processes adjustments due to employee requested refunds, cancelled warrants, cancelled direct deposits, accrued leave and disability buy-backs; performs payroll confirmation activities) and provides technical assistance to District administrators and staff to ensure compliance with District payroll policies, rules, regulations and/or directives and/or reviews, verifies and processes court ordered attachments (e.g. screens, authenticates and validates incoming orders for state and federal garnishments, child/spousal support, bankruptcy and wage levies for conformity with state and federal statutes and to ensure proper person's wages are attached and for proper amounts and time periods; monitors payroll for large payoffs or disability back-pay for employees with support orders to create separate payroll record to split payoff amounts from regular wages, holds payoffs as court ordered lump sums, notifies courts and processes lump sums as ordered by courts; reviews and validates court orders, cancels active attachment orders and initiates reversal process; coordinates issuance of employee wages with courts; prepares garnishment correspondence verifies set-up of attachment files for next pay period; assists in monitoring legislation and court procedural changes regarding attachments). Verifies employees' bi-weekly payroll, sick, vacation, personal leave or leave without pay; calculates adjustments regarding reclassification, promotion, demotion, longevity, step increases, tax withholding, health care,

retirement; calculates & updates employee service time; verifies & computes retroactive pay due to court decisions, errors in prior payrolls or legislation)

Monitors errors and reconciliation reports, monitors all agency fiscal records and coordinates with Treasurer to ensure reconciliation with fiscal controls; ensures security of data files while payroll is processed; assists in updating employee earning system and with quarterly reconciliation of W-2 fiscal records; unloads, updates and reloads on-line payroll files; assists in creating data files for deposits and; prepares special reports as required; researches errors, makes corrections and recreates data as required; creates summary reports to capture errors and makes corrections for use in confirming payroll withholding taxes.

Reviews District payrolls for accuracy and conformity with laws, union contracts, administrative code, policies and guidelines, reconciles with fiscal control records, acts as authorizing agent for manual check requests and reviews discrepancies and coordinates reversals; processes requests for garnishments, calculates attachable wages, and coordinates recovery of funds, maintains files of all checks written and posts voids and manages related fiscal controls.

Reviews and corrects quarterly adjustment reports for W-2s and adjusts employee earnings as required, finalize all quarterly W-2 reconciliation, reconciles final District-wide W-2 record to cash journal, authorizes printing of W-2 forms, reviews and approves all corrected W-2s, reconciles District-wide W-2 record with IRS tape and reconciles municipal income tax records to cash journal; assists with quarterly W-2 reconciliation assists in all aspects of having W-2s printed and distributed, assists in updating and correcting W-2s, preparing IRS W-2 tape, preparing and distributing municipal income tax reconciliation reports and preparing microfiche records, W-2C files and IRS W-2C tape.

Performs variety of related clerical tasks to assist the Treasurer in fulfilling his duties as Secretary of the Board of Education (e.g., composes & edits correspondence relative to assigned work; maintains files; operates equipment to generate typed reports & correspondence; answers telephone inquiries; greets visitors; responds to or refers complaints; answers general inquiries within established guidelines). Prepares employment agreements and salary notices on behalf of the Board of Education.

Uses computer to prepare and process information for accounts payable. Monitors grant budgets and payables according to Board policies and grant guidelines. Sets up new vendors and oversees the W9/1099 process. Assist with inventory regulations. Keeps current with program, policy, and procedures changes. Helps keep staff informed about relevant issues. Works cooperatively with auditors. Assembles data for financial analysis/forecasting when requested.

As needed, performs the following additional duties: Prepares invoices for computer input by matching invoices/receipts against purchase orders and receiving/packing slips. Generates accounts payable and refund checks. Reconciles district bank accounts at each month end. Assists in entering receipts/revenue, Assists in processing purchase orders. Prepares and verifies all 1099s annually, Assists the Treasurer in maintaining internal controls and accounts, Assists the treasurer with the month-end and fiscal year-end closeout process. Prepares and submits filings to governmental agencies, including, but not limited to submitting project cash requests to the Ohio Department of Education and voucher submissions to the Ohio Facilities Construction Commission.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting; payroll processing (e.g., calculating payroll, employee withholdings, deductions, reporting and reconciliation, employer provided benefits, payroll charges, accrued leave disability buy-backs, direct deposits, garnishments); legal terminology and processing of court orders. Skill in use of personal computer; use of governmental fund accounting system. Ability to deal with some abstract but mostly concrete variables; calculate fractions, decimals and percentages; use proper research methods in gathering data; gather, collate and classify information about data, people or things; handle sensitive inquiries and resolve complaints from angry employees/citizens and government and court officials.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must participate in professional development opportunities as deemed necessary.

UNUSUAL WORKING CONDITIONS:

Employee is required to complete many assignments within strict time constraints with accuracy. Due to size of Treasurer's office, employee may be expected to cover additional duties and may be required to perform work after hours based on the needs of the office.