

Douglas Public Schools

Job Description

The **Assistant to the Business & Operations Manager - Payroll** assists the Business & Operations Manager with duties and responsibilities associated with the Business Office with primary duties associated with payroll, grants, and other funds; cross trained in accounts payable to assume duties when necessary and other duties as required.

FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:

This position is classified as *Non-exempt*.

REPORTING STRUCTURE:

The Assistant to the Business & Operations Manager - Payroll reports to the Business & Operations Manager.

QUALIFICATIONS:

1. High school diploma or GED required; Bachelor's degree, preferably in accounting or finance, business or other related discipline preferred;
2. At least three years payroll, fund accounting, and accounts payable experience, public school experience strongly preferred;
3. Reliability is essential and critical;
4. Ability to perform detailed work accurately and in a fast paced environment within strict deadlines;
5. Proficiency with Microsoft applications, particularly Excel, google Apps, MUNIS, or other municipal general ledger software;
6. Strong, organizational, problem solving, interpersonal and communication skills; attention to detail and ability to work on multiple duties simultaneously;
7. Ability to work effectively and efficiently in a fast paced environment;
8. Ability to work cooperatively, effectively, and responsively with all constituencies within the school and municipal communities, as well as with the public, is essential;
9. Ability to maintain confidentiality;
10. Ability to adapt to changing work priorities;
11. Ability to work as part of a team in a busy school district business office environment is essential to assuring that the overall work of the business office is done in an accurate, responsive, and timely manner;
12. Ability to communicate effectively, both verbally and in writing; ability to handle stressful situations effectively;
13. Such alternatives to the above qualifications as the Superintendent may find appropriate

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assumes all duties and responsibilities associated with preparation of the bi-weekly payroll including teacher lump sum and summer pays, sorting & distribution of payroll checks; entering payroll changes for new hires, terminations, changes in positions, monitor accounts numbers for accuracy;
2. Tracking of employee accruals earned and used for sick, personal, and vacation time pursuant to union contracts or individual contracts;
3. Accounting for all grants, revolving funds, and donation accounts, set up grants on general ledger, tracking and recording revenues and expenditures on excel, quarterly and year end reconciliation with Finance Director/Town Accountant, preparation of financial reports on all funds;
4. Download monthly grant funds as required; preparation of grant final reports, complete Time & Effort reporting;
5. Assist school secretaries, principals and other internal customers with budget reports and account detail;
6. Complete MTRS and other retirement paperwork for teachers and administrators as required;
7. Serve as backup for preparation of accounts payable warrants, as necessary;
8. Work closely with Town departments, particularly the Finance Director/Town Accountant and Town Treasurer;
9. Complete all required procedures related to year end closing including year end reconciliation and other duties as required by the Finance Director/Town Accountant;
10. Assist with internal and external audits as required;
11. Assist internal and external customers and provide excellent customer service;
12. Other duties or special projects as assigned by the Business & Operations Manager or Superintendent of Schools.

Douglas Public Schools

Job Description

PHYSICAL WORKING CONDITIONS:

Work is primarily sedentary and performed in an office setting. Work requires use of hands and fingers, ability to handle and feel objects, tools, or controls. Occasional periods of walking, bending, stooping, kneeling, reaching, and occasionally lifting up to 20 pounds may be required. Specific vision abilities required by this job include close vision and ability to adjust focus. The work requires occasional in-district travel among the district's schools and town offices.