



JOB TITLE: Accounts Payable/Payroll Clerk

REPORTS TO: Director of Finance

POSTING DATE: Posting open until March 6, 2024

DUTIES AND RESPONSIBILITIES

- Process purchase orders after verifying approvals
- Set EFTs for purchasing card activity in district and sales tax
- Review statements and process invoices for payment, after verifying all conditions are met including satisfactory delivery and billing
- Monitor listing of all open purchase orders and actively seek disposition by consulting with various district personnel and vendors if necessary
- Prepare voucher check listing for each weekly check run and compile a master list on a monthly basis for review and approval by the Board of Education
- Maintain bank record including assisting with reconciliations
- Prepare applicable year end reports and assist in the preparation of documents for the school district's annual independent audit
- Process biweekly payroll for all salary and hourly staff ensuring proper authorization and accuracy of timesheets.
- Input hours for third part substitutes and staff members on a biweekly basis
- Perform required post-payroll reporting, including scheduling payments and reporting retirement.
- Calculate deductions/cash in lieu, set HSA payments, reconcile insurance invoices
- Enrolls new employees for and explains district benefit and deduction programs
- Submit election changes during open enrollment and at times of qualifying events
- Process COBRA and FMLA forms, complete census information, determine creditable coverage
- Processing background checks (CHRIS, iChat, unprofessional conduct, central registry, WillSub)
- Submit workers' compensation, student accident, property damage, and bus accident claims
- Assist the finance director in performing general accounting functions as needed
- Perform and/or assist in other duties as assigned

COMPETENCIES & ADDITIONAL QUALIFICATIONS:

- Proficient in spreadsheet software such as *Microsoft Excel and Google Sheets*. Basic skills using e-mail and using word processor application *Microsoft Word*.
- Good organizational skills, written and communication skills, diligent work habits
- Ability to develop effective working relationships with fellow staff
- Ability to summarize financial and/or numerical data and prepare various reports

REQUIRED PROFESSIONAL QUALIFICATIONS:

- High school diploma or equivalent. Associate's degree in accounting preferred.
- Experience in bookkeeping preferred

TERMS OF EMPLOYMENT: full-year position with competitive wages and benefits

Interested applicants should submit an application online and attach materials including a resume and cover letter at <https://northwested.tedk12.com/hire/index.aspx>