

**CITY SCHOOLS
JOB DESCRIPTION**

Title:	Payroll/Accounts Specialist
Reports To:	Treasurer/CFO
Status:	FLSA Classified; Section 3319.081 – ORC
General Description:	<ol style="list-style-type: none"> 1. Provide support to the Treasurer/CFO in the program of fiscal management. 2. Perform accounting procedures regarding District payroll management.
Qualifications:	<ol style="list-style-type: none"> 1. High school diploma or equivalent; additional professional training preferred. 2. Successful experience in a business office and/or school office environment. 3. Proficient in computer skills and knowledge of applications necessary to process accounting for District business functions; able to access timely and relevant information and disseminate same. 4. Able to input and retrieve data accurately. 5. Efficient and effective in meeting deadlines for accurate information management. 6. Strong service orientation and integrity. 7. Good health and good attendance record. 8. Additional qualifications which the Board may specify.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access office, meeting rooms, work room, and appropriate areas of school and District property and facilities. 2. Effective communication and interpersonal skills. 3. Able to work successfully with teachers, administrators, and district staff. 4. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 5. Able to interact well with other people, but also able to work independently.
Performance Responsibilities (* - Essential Functions):	
<ol style="list-style-type: none"> 1. Provide organizational/clerical/accounting support services in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. * Collect necessary data, maintain records, and prepare and submit reports for District services and programs as required by the Ohio Department of Education, the United States Department of Education, and the District as assigned. 3. * Maintain confidential information, records, and files as required. 4. * Maintain all payroll information by collecting, calculating, entering data. 5. Maintain accurate payroll records updating changes in exemptions, insurance coverage, retirement information, savings deductions, etc., for all employees, as assigned. 6. * Identify payroll liabilities by calculating employee federal and state income and, retirement withholding, unemployment, and workers compensation payments. 7. * Balance payroll runs, producing federal, State, and local tax payments. 8. * Maintain records on time/attendance filings and reports and monitor each employee's vacation, sick leave, and other leave provisions. 9. Process warrants for payment and transaction detail reconciliation. 10. Prepare required reports as assigned. 11. Account for District funds and maintain all records pertaining to District transactions in the manner described by law. 	

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<ul style="list-style-type: none"> 12. Process incoming and outgoing voice and data communications; handle routine correspondence independently. 13. * Answer telephones, greet visitors, and expedite questions and requests in a courteous and diplomatic manner. 14. Operate office equipment and technology effectively and arrange for the timely maintenance and repair as needed. 15. Establish and maintain positive relationships with teachers, District staff, and community. 16. Communicate and collaborate effectively with teachers, administrators, and school/District staff. 17. * Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities. 18. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives. 19. Respond to specific requests from the Treasurer/CFO on matters affecting the program and operation of the District.
<p>Other Professional Expectations:</p> <ul style="list-style-type: none"> 1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible human beings. 2. Demonstrate a belief in and practice ethical principles and democratic values. 3. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner sensitive to the employee's professional responsibilities. 4. Keep up-to-date and knowledgeable of emerging technologies and skills, educational issues and District-related matters. 5. Perform other job functions as assigned.
<p>Additional Working Conditions:</p> <ul style="list-style-type: none"> 1. Occasional extra-hours/weekend work. 2. Occasional operation of a vehicle under inclement weather conditions. 3. Occasional exposure to blood, bodily fluids, and tissue. 4. Occasional interaction among unruly children.
<p>The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.</p>