

PINCONNING AREA SCHOOLS

JOB DESCRIPTION/POSTING

Job Title: Business Assistant

Department: Business Office

Employment Status: 21 to 28 Hours per week – 52 weeks per year (Schedule flexible)

Reports to: Business Director, Director of Instructional Service, and/or Superintendent

Salary: 12.00-13.50 commensurate upon education, certification, and experience.

Post: June 8, 2018 or until filled.

Starting Date: Immediately

Summary: Assist the Business Director in maintaining the accounting system; managing day-to-day operations of the District in accordance with Generally Accepted Account Principles, including state and federal guidelines, and Board policy and procedures. The main focus and responsibility to process payroll, process accounts payable, maintain grant retention requirements.

Education/Credential Requirements:

- High School Diploma
- Advanced Schooling - Preferred

Experience Requirements:

- Experience in maintaining and performing payroll and/or accounts payable functions.
- Strong background and aptitude in working with numbers, calculations, and Excel spreadsheets.
- High level of organizational and problem solving skills with the ability to prioritize and work independently with high level of confidentiality, trust and accuracy.
- Experience working with various union contracts and language - Preferred

Technical Requirements

- Advanced competency in computer skills.
- Extensive knowledge of Microsoft Office, specifically Excel spreadsheet creation and maintenance.

Essential Duties and Responsibilities: *Other duties as assigned.*

- Assist in maintaining overall operations of the General Accounting department, including, but not limited to payroll, accounts payable, and benefits.
- Responsible for all process of calculation of wages, not only for *payroll* but also annual wages for contracts and budget projections; and maintain accurate records of all payroll transactions, including but not limited to payroll checks, direct deposit, deductions, taxes, retirement, forms, insurance bills, etc.
- Responsible for data entry of *accounts payable* runs, and processing invoices, purchase orders and distribute checks in accordance with District policies and guidelines.
- Assists in implementation and administration of *benefits* programs for the school district for all contracts, including, but not limited to: enrolling new employees, explaining benefits, processing open enrollment, change of benefits, monitoring for healthcare coverage violations.
- Assist in all record keeping, compliance, forms and reports associated with payroll, accounts payable, and benefits, including but not limited to: W2's, W-9, tax exempt information, 1099s, COBRA notification, payroll reports, state taxes, federal taxes, unemployment reports, garnishments, levies, direct deposit, TDA'a, employment verifications, I-9s, and other reporting such as MPERS and all associated forms, reports and audits.
- Maintain all contractual obligations for employees including, but not limited to sick leaves and vacations, attendance and benefit accumulations, steps and wages, etc.
- Assist the Business Director in preparation of budgets, financial reports, audits and bank reconciliations.
- Assist in maintaining employees' files.
- Process conference registrations and related payments for staff conferences.
- Provide backup on phone and reception duties.

Submit resume: Including credentials and references to:

Michael Vieau, Superintendent of Schools, Pinconning Area Schools, 605 West Fifth Street, Pinconning, MI 48650.

The above statements are intended to describe the general nature and level of work being performed and not intended to be an exhaustive list of all responsibilities and duties required of those in this classification.