

**JOB TITLE:** Financial Specialist  
**REPORTS TO:** Director of Business Services  
**FLSA STATUS:** Non-Exempt  
**PREPARED BY:** Human Resources

**PRIMARY ROLE:**

Financial Specialist will process payroll and account payables and receivables for assigned entities. Provide support to Director of Business Services and other financial specialists in the business office as directed.

**QUALIFICATIONS:**

- To perform this job successfully, an individual must be proficient in each responsibility and essential function of the position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Individual will hold a valid driver's license and have reliable, insured transportation. If selected for the position, individual will complete a pre-employment background check.

**EDUCATION/CERTIFICATION/EXPERIENCE:**

- High School Diploma
- Two (2) years experience working in business or banking
- Associates Degree in Accounting or equivalent combination of education and experience

**REQUIRED SKILLS:**

- Follow IMESD guidelines, rules and procedures
- Maintain integrity and confidentiality
- Exhibit regular punctuality and attendance
- Manage time efficiently and effectively
- Prioritize workload to accurately meet job requirements and timelines
- Cultivate positive and professional relationships, and show sensitivity to individual differences
- Demonstrate effective communication skills
- Resolve conflict in a professional manner
- Express ability to be flexible and cooperative in varying capacities
- Maintain organization and safety in the work environment

**RESPONSIBILITIES and ESSENTIAL FUNCTIONS**

- Demonstrates proficiency in planning organizing and coordinating assigned tasks with a minimum of supervision
- Keeps current on rules, regulations, policies and procedures.
- Process payroll accurately and timely
- Prepares, reconciles and pays all payroll liabilities
- Works closely with Human Resources in setting up employee's payroll and benefits in the accounting system
- Enters employees' information into the computer system and keeps track of all related benefits
- Maintains payroll system control tables to ensure accurate payroll and leave data
- Maintains 403b and 457 plan information
- Monitors accounting records associated with payroll
- Prepares and submits local, state and federal payroll reports and surveys

- Collects and generates data, records and reports then summarizes this information so that it can be used to inform staff or decisions by directors or other staff members
- Calculates and audits regular monthly payroll and special project payrolls
- Generates written correspondence and reports that are well organized and grammatically correct
- Prepares payroll reports for annual audit
- Answers payroll related questions from staff
- Perform general accounting needs for assigned districts as part of the Business office team
- Process accounts payables and accounts receivables for assigned school districts
- Be available to others in the business department to answer questions related to appropriate processes and procedures of business office practices
- Assist Business Manager with special projects as directed
- Post District electronic deposits, maintain cash control worksheet
- Post monthly journal entries and others as requested
- Perform other reasonable duties that from time to time may be assigned to meet the usual and unusual demands placed on the organization

**Other Duties:**

- Perform other reasonable duties that may be assigned to meet the usual and unusual demands placed on the organization

**EFFORT:**

**Mental:**

- Learn new tasks and remember processes
- Maintain focus, make timely decisions and complete tasks independently

**Work Place:**

- Comply with IMESD policies and procedures
- Proficiently meet IMESD Employee Evaluation Standards
- Dress in a neat, clean, and professional manner appropriate for the assignment and work setting
- Confer regularly with immediate supervisor
- Use and maintain IMESD building property, equipment and materials appropriately
- Complete required annual trainings assigned by IMESD
- Fulfill duties for Mandatory Reporting of suspected child abuse or neglect
- This position may involve travel throughout the IMESD service area, which requires employee to hold a valid driver's license, have reliable transportation and insurance.

**Physical:**

- The physical demands described below are representative of those that must be met by an employee to successfully perform the responsibilities and essential functions of this job.

**PHYSICAL REQUIREMENTS FOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

**In 8-hour workday, this job requires:**

R - Rarely (Less than .5 hrs per day)

O - Occasionally (.5 – 2.5 hrs per day)

F - Frequently (2.5 – 5.5 hrs per day)

C - Continually (5.5 – 8 hrs per day)

NA – Not Applicable

Place X in the appropriate boxes below

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing			<b>X</b>		
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling		<b>X</b>			
Crouching (bend at knees)				<b>X</b>	
Stooping (bend at waist)				<b>X</b>	
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot				<b>X</b>	
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead		<b>X</b>			
Reaching extension		<b>X</b>			
Repetitive use arms				<b>X</b>	
Repetitive use of wrists				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation			<b>X</b>		
Using foot control		<b>X</b>			
Pushing/Pulling - Maximum weight: 40 lbs.		<b>X</b>			
Lifting/Carrying - Maximum weight: 40 lbs.			<b>X</b>		

**WORKING CONDITIONS:**

- This position involves working at IMESD campuses and/or school districts within the IMESD service area.
- This position is a full time, 250 day, twelve month position. The typical workweek is M-F, 8 hours a day. There will be occasional prolonged and/or irregular hours.
- Employee could be exposed to blood or other potentially infectious materials or illnesses during the course of duties.
- Employee may be exposed to inappropriate student behavior such as hitting, kicking, biting, yelling, cussing and verbal threats
- Any changes in contract days will be stipulated in each individual contract. Salary and benefits are established through a negotiated agreement between the IMESD Employee Group and the IMESD Board of Directors.
- Employee schedule and assignment to be established by Director and/or Assistant Superintendent.

**ADDITIONAL INFORMATION:**

Employee Unit: IMESD Classified  
 Pay Grade: Column 9- Step 1 to Column 9 - Step 7

Approved by:

HR Director

Last revised:

August 19, 2024

**NOTE:**

IMESD believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define essential knowledge, skills, responsibilities, effort and working conditions but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the District’s goals.

**EMPLOYEE STATEMENTS:**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised and updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I am aware that my position description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment with IMESD.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities/functions with or without accommodation(s). If I require accommodation(s) in order to fulfill any or all of the essential responsibilities/functions, I agree to provide information to the District regarding the requested accommodation(s).”

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date