



POSITION MANAGEMENT GUIDE

Title:	Accounting Support	Division Approval:	3/18/24
Department:	Business Services	HR Approval:	
Reports to:	Business Services Administrator	Board Approval:	6/25/2024
Salary Schedule:	ESPA	Revision Date:	

SUMMARY OF PURPOSE

This position is responsible for maintaining financial records and providing accounting, administrative and clerical support to the Business Services Department. The main areas of support can include various financial functions and grant accounting with the primary responsibilities including medical billing, back up for processing payroll, and managing bids and the joint purchasing process. The position requires a keen attention to detail, strong analytical skills, and effective communication for collaboration with diverse stakeholders. This position contributes to the financial stability and efficiency of the organization by maintaining accurate records, facilitating transparent financial processes, and supporting various financial initiatives.

ESSENTIAL REQUIREMENTS

- High school diploma or equivalent required
- Associate degree in business or accounting preferred
- Training or certification in the financial field
- Three (3) years of related work experience, required
- Must demonstrate proficiency with the Microsoft suite of office products
- Must be highly organized and possess good communication skills
- Excellent analytical and problem-solving abilities.
- Must be highly confidential at all times and act as a team player
- Must be flexible to work on multiple tasks and pay attention to detail
- Must be able to learn new skills and deal with constant change

ESSENTIAL FUNCTIONS

- Researches and updates bid specifications, coordinating with district staff, managing requests, and researching new products
- Publishes and receives quantity sheets from school districts and consortium entities.
- Prepares and publishes bids to vendors, maintaining an active vendor database.
- Facilitates specification at tabulation committee meetings with member districts.
- Prepares and distributes Joint Purchasing annual membership documents and invoices, assisting with the preparation of the Joint Purchasing budget.
- Completes the Access Medical Billing process with contracted member school districts.
- Provides training on Access Medical Billing to contracted member school districts as needed.
- Provides full back-up for payroll operations to include, but not limited to, verification of the timesheets, processing of payroll checks and inserts for mailing and printing reports associated with payroll functions. Also prepares and calculates computation sheets and salary change forms.

- Provides back up in the preparation of federal, state and local taxes after each payroll for remittance to IRS, state and local entities.
- Provides back up in the process to create, review and upload files for defined contributions to third party vendor each pay period.
- Provides back up to prepare and submit deduction checks, tax transfers and electronic files for direct deposit.
- Assists with the monthly reconciliation of grant-funded projects, including attending monthly meetings with various departments to discuss the status of their accounts.
- Reviews requisitions, invoices, monthly expense reports, and other such forms from multiple departments across the Intermediate Unit for consistency with Uniform Grant Guidance, individual grant guidelines, and Intermediate Unit policies.
- Compiles and inputs budgetary data and information for grant-funded projects to assist in meeting federal, local and state deadlines.
- Submits journal entries and budget adjustments as needed.
- Works collaboratively with all Intermediate Unit departments to ensure accountability and accuracy of budgetary information.

DEPARTMENT/ORGANIZATION

- Keeps current with related technology and developments that impact the department and the organization.
- Makes decisions consistent with the LIU vision, mission, and core values. Establishes and maintains effective communication and positive relationships within the LIU and fosters professional development of LIU staff.
- Contributes to the effective team management of all issues and opportunities within the LIU by modeling the qualities of an LIU Team member (being versatile, ethical, transparent, team-oriented, innovative, transformative, and collaborative; valuing each team member; and understanding the importance of customer service).
- Understands organizational development and change principles and applies these principles to promote improvement within the Department.
- Performs other functions as assigned.

SCOPE AND IMPACT

This position can work under direction in the performance of the tasks or independently with all employees within the LIU and individuals and organizations outside the LIU.

ESSENTIAL PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS

By checking any of the below boxes, the LIU is indicating its reasonable belief that the identified physical/mental/environmental requirements are job-related for this position and consistent with business necessity for the performance of the essential job functions. Notwithstanding, the LIU may not rely solely on these qualifications. Instead, the LIU must consider whether reasonable accommodations are available that will enable an otherwise qualified individual to perform the essential job functions.

1. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

2. Communication - English

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- ☒ Fluent Reading
- ☐ Recognition of Signs/Symbols
- ☐ Simple Reading
- ☐ No Reading Skills Required

4. Hearing

- ☒ Ability to Hear Required
- ☐ Limited Hearing
- ☐ Hearing Not Required

5. Seeing

- ☒ 20/20 Vision with Corrective Eyewear
- ☐ Limited Vision
- ☐ Vision Not Required

6. Functional Math

- ☒ Complex Computational Skills (Accounting and Financial Skills)
- ☐ Simple Computational Skills (Addition, Subtraction, Multiplication, Division, Percentages)
- ☐ Simple Counting Skills
- ☐ No Mathematical Skills Needed

7. Time

- ☒ Must Tell Time to the Minute
- ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- ☐ Several Blocks from Building
- ☒ Building Only
- ☐ Work Area
- ☐ Room Only

9. Mobility Skills

- ☒ Mobility Within the Building
- ☐ Mobility Within a Four-Block Radius
- ☐ Driving Required

10. Sitting

- ☒ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

11. Standing

- ☐ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☒ Less than 25%

12. Bending

- ☒ Knees and Waist
- ☐ Waist Only
- ☐ Knees Only
- ☐ No Bending Required

13. Lifting

- ☐ Greater than 30 lbs.
- ☒ 10 - 30 lbs.
- ☐ Less than 10 lbs.
- ☐ No Lifting Required

14. Reaching

- ☐ Greater than 6 Feet
- ☒ 2 - 6 Feet
- ☐ Less than 2 Feet
- ☐ Reaching Required

The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks and responsibilities. Employees will be expected to perform duties that do not appear on the job description. Management reserves the right to amend and change responsibilities to meet operational and organizational needs as necessary.

Adopted by LIU Board of Directors: 6/25/2024