

Payroll & Accounts Payable Specialist

Job Description

Title or Position: Payroll & Account Payable Specialist

Job Description:

The NDSEC Payroll & Accounts Payable Specialist supports the Business Office through various accounting functions, including payroll, accounts payable, state/federal reporting, and Human Resource functions. Reports to the Director of Business and Operations.

Core Competencies:

- Accurate and detail-oriented
- Organized and dependable
- Strong with numbers and financial information
- Able to identify and resolve discrepancies
- Comfortable working independently
- Able to maintain confidentiality
- Professional and service-oriented
- Able to work effectively as part of a team
- Committed to meeting deadlines and producing high-quality work

Preferred Qualifications:

- Associate degree or college coursework in accounting, business, finance, or a related field.
- Experience processing payroll in a school district, special education cooperative, governmental entity, or similar organization.
- Experience with school accounting systems and procedures.
- Experience with **Skyward Financial Management/SMS** or a comparable financial management system.
- Experience with payroll tax reporting, retirement reporting, W-2s, 1099s, and other regulatory reporting.

Essential Job Functions:

- Process payroll for all employees in the Cooperative, calculate and balance all deductions/benefits, enter time sheets of substitutes, process and balance all payroll fringe checks/balance insurance/retirement payments.
- Process Accounts Payable checks, which includes/coding/providing back up for approval, data entry of all accounts payable invoices as well as mailing payments. Prepare monthly bill lists for board meetings.
- Process purchase orders and maintain accurate vendor records.
- Prepare reports for Board (monthly), TRS report (each payroll & annually), IMRF (monthly), payroll reports (quarterly), state reporting as required.
- Prepare bank deposits/record cash receipts/month-end journal entries/and all month-end general ledger entries and reports. Monthly ISDLAF General Fund Bank Reconciliation.
- Prepare/Process annual W2's and 1099's, audit preparation, and fiscal year-end procedures.
- Prepare and report data for Administrative Outreach for NDSEC staff (PC&G). Prepare & report EIS to ISBE.
- Track/record employee absences/sick/personal/vacation days.
- Work with Auditors annually and as needed throughout the year.
- Set up all insurance and retirement for new hires/terminations.

- Maintain Flex program/payments.
- Maintain and administer 403B Plans for employees.
- Maintain strict confidentiality of employee, payroll, financial, banking, and other sensitive information.
- Assist the Director of Business & Operations with accounting activities, research, discrepancy resolution, and special projects
- Perform other business office duties as assigned.

Contract: 260 days

Paid Work Hours 7.5. hours/day

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PHYSICAL DEMANDS DOCUMENTATION CHECK OFF LIST

Required:

Documentation in a job description to accurately reflect the essential duties of the job and physical demands.

Specify Significant PHYSICAL DEMANDS for the Job Requirements:

Clarify how much on-the-job time is spent on the physical activities required to perform the job effectively.

Use the chart below to develop your description of physical demands by checking the appropriate boxes.

1. How much daily/weekly on-the-job time is spent on the following physical activities?

Amount of Time				
	None	Under 1/3	Up To 2/3	Over 2/3
Stand	☐	☐	☒	☐
Walk	☐	☐	☒	☐
Sit	☐	☐	☒	☐
Use hands to finger, handle, or feel	☐	☐	☐	☒
Reach with hands and arms	☐	☐	☒	☐
Climb or balance	☐	☒	☐	☐
Stoop, kneel, crouch, or crawl	☐	☐	☒	☐
Talk or hear	☐	☐	☐	☒
Taste or smell	☐	☒	☐	☐

2. Does this job require that weight be lifted or force be exerted? If so, how much and how often?

Amount of Time				
	None	Under 1/3	Up To 2/3	Over 2/3
Up to 10 pounds	☐	☐	☐	☒
to 25 pounds	☐	☐	☒	☐
50 pounds	☐	☒	☐	☐
100 pounds	☒	☐	☐	☐
More than 100 pounds	☒	☐	☐	☐

3. Does this job have any special vision requirements?

- ☒ Close vision (clear vision at 20 inches or less)
- ☒ Distance vision (clear vision at 20 feet or more)
- ☐ Color vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements

Specify the essential job duties that require the physical demands indicated above.

i.e., Position requires standing 1/3 of the time.

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

personal care, transfer, physical assistance, lifting and positioning of students, physical intervention procedures, transporting, monitoring student safety, lifting and carrying school supplies, moving equipment, implementing emergency procedures, provision of academic instruction

Any special physical demands should be clearly communicated to any applicant applying for this position and all employees occupying this position.