



Weld County School District Re-3J Job Description

Position Title: Accounting Specialist

Department: Business and Finance

Reports to: Director of Finance (primary), Superintendent (secondary)

General Purpose:

Responsible for the accurate processing of all aspects of employee payroll and benefits, including reporting to state and federal governmental entities on a timely basis and preparing and dispersing employee W-2s. Responsible for processing accounts payable and cash receipts. Responsible for mid to advanced level accounting functions specific to the District's financial operations: to include account reconciliations, monthly and annual closing cycles, and journal entries. Assist in the annual audit.

Duties/Responsibilities:

- Code and process Accounts Payable
- Code and process Cash Receipts
- Responsible for all aspects of the payroll process including:
 - Make all statutory deductions and verify that all required reporting procedures are followed in connection with statutory deductions
 - Assist in establishing payroll policies and procedures
 - Perform accurate payroll analysis on exiting employees
 - Make accurate and timely payments to all persons on the district payroll
 - Make all non-statutory deductions and/or reductions and verify that all record keeping and reporting procedures are followed
 - Perform 3rd level verification of accuracy on monthly time sheets, substitute reports, and staff absence reports
 - Maintain records and reports required by the district, PERA, and State and Federal agencies pertaining to personnel paid through the payroll system
 - Timely payment of Federal and State payroll taxes, insurances, and wage garnishments
 - Generate year-end W-2 tax forms for all personnel paid through the payroll system
 - Process W-4's
 - Verify Social Security names/numbers
 - Report to State Directory of New Hires
 - Process child support orders and wage garnishments
 - Maintain orderly payroll files on all district employees
- Process Annual 1099's
- Assist in a variety of general accounting duties
- Inform and train appropriate staff members on updated payroll procedures
- Researches and provides general customer service and explanations regarding District accounting procedures and policies
- Attend professional meetings and complete training courses as needed
- Perform Activity Fund reconciliation and associated Journal Entries
- Responsible for reconciliation and entry for District credit card accounts
- Assist in preparation and processes of annual audit and auxiliary audits



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- Act as the primary contact and liaison with PERA; process all PERA functions, including enrollment, terminations, and retirements
- Accurately award and monitor all employee leave balances
- Maintain the District's Sick Leave Bank balance and usage
- Track and process FMLA documentation.
- Collaborate with Human Resources on employee benefits administration and annual/new hire open enrollment
- Assist Human Resources in processing and distributing annual employee contracts, letters of employment, and extra duty stipend assignments
- Assist Human Resources in accurately completing and maintaining I-9 Employment Verifications
- Assist Human Resources in accurately reporting staff information to the Colorado Department of Education
- Assist with general Human Resources questions from current, oncoming, and terminated staff
- Perform wage related verification of employment
- Accurately and comprehensively maintain all Finance and Human Resource data systems used within the District
- Create and provide employee and wage reports as necessary for district programs
- Provide customer service support for all employees in the district, as needed
- Assist in the training of new administration office staff as needed
- Perform general office duties such as answer phones, greet visitors, deliver mail, cross-train duties with other office personnel, and offer team support to others in the office.
- Maintain a high level of ethical behavior and confidentiality of information.
- Perform other duties as may be assigned by the supervisor(s)
- Learn and use district-adopted technologies to manage data and to collaborate and communicate with others, within and outside of the district, as pertinent to the responsibilities of the position.
- Such alternatives to the above duties as the administration may find appropriate and acceptable
- *All other duties as assigned.*

Supervisory Duties:

- None

Job Qualifications:

Knowledge, skill, and ability:

- Must be able to speak, read and understand English
- Must hold valid Drivers License
- Experience in a governmental accounting setting (preferred)
- Knowledge of public sector accounting and Generally Accepted Accounting Principles (GAAP)
- Ability to set goals and work independently
- Ability to analyze, improve and document processes.



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- Ability to perform highly accurate, easily auditable work.
- Works effectively in a team setting and with staff in all departments.
- Ability to meet strict deadlines.
- Self-directed, displays problem solving skills
- Be responsive to the suggestions of administration
- Ability to communicate effectively with community members.
- Ability to handle confidential data appropriately
- Strong communication skills with employees, parents, and students - able to generate positive relations and morale.
- Ability to learn a variety of computer systems that work interactively, including finance and Human Resource management systems.
- Proficient in Microsoft Office Suite and Google Suite.
- Proficient with QuickBooks
- Must have strong organizational skills and the ability to multitask
- Must adhere to district policies and the strategic plan

Education or formal training:

- Bachelor's Degree in Accounting or related field preferred.

Experience:

- 2-5 years payroll, office management and/or secretarial experience required
- Experience using financial software

Material and equipment directly used:

- Computer, printer, scanners, facsimile, wireless networks, copiers, phones
- Internet hardware and software
- Google applications including Mail, Drive, Docs, Sheets, Forms, etc.
- Multiple data systems
- This is not an all inclusive list

Working environment and physical activities:

- Daily routine includes lifting, pushing, pulling, bending, stooping, etc.
- Must be able to lift 25 pounds from floor to shoulder height and carry 25 pounds at distances up to 100 feet
- Must be able to work in a variety of temperatures and climates
- Dress appropriately for job conditions and per district policy

Terms of Employment:

- Wage based on experience and Range 7 of the Classified Pay Schedule
- Benefits per district policy
- Primary work is days
- Typically 40 hours per week; Work schedule varies based on employee schedule and office needs
- This position is that of an "at will" employee. Employment is subject to approval or ratification of a Letter of Employment by the Board of Education and may be terminated by either party with or without cause at any time

Evaluation:

- Performance of this job will be evaluated by the Director of Finance

Note: This job description is not intended to be an exhaustive list of all duties and responsibilities or qualifications associated with this position.