

Administrative Assistant Job Description

POSITION: Confidential Administrative Assistant – Payroll

REPORTS TO: Business Manager

TERMS OF EMPLOYMENT

- Twelve-month work year. Salary and benefits will be in accordance with the Administrative Assistants Agreement.

PROFESSIONAL QUALIFICATIONS

1. Associates Degree in Accounting preferred
2. Five years of related experience-school district experience a plus
3. Strong analytical, communication and decision-making skills
4. Accuracy and attention to detail and ability to meet deadlines.
5. Ability to communicate effectively both orally and in writing.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

GOALS:

The Payroll Specialist is responsible for administering the school district's business and support operations in such a way as to provide the best possible education services using the resources available. Maintain detailed payroll records, complete accurate payroll processing for all employees, complete all related federal, state and local payroll related reports, Yoya and PSERS filings. Federal Program quarterly reporting and required journal entries. This person will operate in a team environment, working under tight deadlines, with confidentiality and discretion to be maintained at all times.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Receives and processes all records for a complete and accurate payroll processing.

- Prepare bi-weekly payroll for staff. Including but not limited to: receiving all pay orders, verify accuracy and budget applications, enter data into the payroll system, and process the pay.
- Prepare all required payroll withholding reports and make all required payments in a timely manner for all deductions in accordance with school policy and IRS regulations. (i.e., union dues, TSA's, retirement, Yoya, local taxes, etc.)
- Files all quarterly tax reports - Federal 941, PA State, Local Tax, PA Unemployment Taxes.
- Prepare PSERS reports in the NPAS system. Upload Demographic, Contract Records and Work reports while maintaining employee status of work for PSERS on a monthly basis.
- Upload Yoya reports in the Yoya system. Make payments for service on a bi-weekly basis.
- Reconciles monthly payroll withholding accounts for all taxes and prepares monthly requisitions to cover the costs.
- Reconcile and file yearly required payroll withholding reports and prepare and distribute W-2's to all employees.
- Reconcile payroll and benefits accounts in the general ledger.
- Maintain records related to staff leaves of absences.
- Computes the number of days/hours in a work year of employees for the PSERS yearly reporting of retirement.
- Maintain records for several federal programs - track receipts and disbursements, prepare required quarterly cash reports and final expenditure reports, record journal entries.
- Grant support, assist with proposals and reporting.
- Assume other duties as assigned by the Superintendent and/or Business Manager
- Enter extracurricular hours worked, athletic supplemental payments, extracurricular supplemental contract payments, tuition reimbursements, etc. for payment as necessary
- Payment of all voluntary deductions, including United Federal Credit Union, Aflac, United Way, CM Regent, SEA, SEW.
- Other deductions of all wage garnishments such as bankruptcy, Berkheimer, PHEAA.
- Maintain correct information for the Source4Teachers system
- CSIU Personnel Calendar completed for new fiscal year so employees can request absences through Employee Portal
- Special Project Assignment - All other duties as assigned

COGNITIVE ABILITIES:

- Ability to establish and maintain rapport with staff, business associates, and the general community.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to recognize areas of concern relating to school management and educational leadership issues and propose or recommend appropriate solutions to problems.

- Ability to communicate effectively.
- Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.

OTHER QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Respect and maintain the highest degree of confidentiality with regard to personnel and students, personal communication from parents, members of the community, School Board and staff.
- Ability to read and interpret documents such as regulations, rules and manuals deemed necessary by the district. Must have ability to write routine reports, correspondence and to speak effectively before parents, staff and students.
- Demonstrate knowledge and skills.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Must have the ability to compute rate, ratios and percent.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with multiple problems in a calm, efficient manner.
- Efficient in the usage of computers including software such as Microsoft Word, Excel, Google Docs.
- Familiar with CSIU for creation of purchase orders would be a plus

Required Knowledge, Skills, and Abilities:

- Must be able to perform the above responsibilities at a high level.
- Required Knowledge, Skills, and Abilities
- Must be an advocate for children, youth and public education.
- Must have the interest and ability to work as a member of the Southmoreland Educational Support Team.
- Ability to demonstrate character, personality, and proper social capability to relate effectively with students, staff, and a wide variety of school and community groups and organizations.
- Ability to communicate ideas and directives clearly and effectively.
- Ability to work harmoniously and effectively with individuals and groups.
- Ability to demonstrate a thorough understanding of and experience in sound management practices.
- Ability to maintain a strong and current background in education.
- Ability to delegate authority while maintaining accountability.

- Ability, experience in and knowledge of effective team management strategies.
- Ability to accept constructive criticism.
- Ability to accept direction from supervisors

POSITION REQUIREMENTS:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Specific vision abilities required by this job include close vision, distance vision and depth vision perception. Good hearing abilities are required.

- Occasional travel to School District offices, buildings, classroom and grounds.
- Frequent traversing throughout school facilities.
- Sitting for extended periods.
- Standing for periods of time.
- Moderate lifting from 15-30 pounds.
- Some moving of various items - up to 30 pounds.
- Manual dexterity to use office equipment.
- Repetitive operation of computer keyboard.

Sensory Abilities:

- Ability to communicate effectively in all aspects of the job.

Work Environment:

- Generally, office setting year-round. The employee must be able to work in air-conditioned and heated environments under florescent lighting. The employee may be required periodically to work remotely, as needed or required.

Temperament:

- Ability to work as a leader, coordinator and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to work in an environment with frequent interruptions.
- Ability to be respectful and empathetic.

Workplace Expectations:

- Ability to follow directions and give direction to others.
- Ability to create and delegate assignments.
- Ability to complete assigned tasks without supervision.
- Ability to communicate, comprehend and perform complex computations.
- Ability to use correct grammar, sentence structure and spelling.
- Ability to compose clear, concise sentences and paragraphs.

- Ability to organize office settings to efficiently accomplish tasks.
- Ability to multitask.
- Ability to work independently and make work-related decisions.
- Ability to exercise good judgment in prioritizing tasks.
- Ability to communicate effectively at all organizational levels.
- Ability to operate office equipment.
- Ability to use computer technology efficiently including word processing, presentation/web page software, PowerPoint and Excel software applications.
- Ability to appropriately handle confidential information in accordance with district policies.
- Ability to use technology for group meetings, presentations (i.e. overhead, document camera, projector and video equipment).

Driver's License:

- Must have a valid PA driver's license.

Clearances:

- Must have valid Act 34 (Criminal Record Check), Act 151 (Child Abuse History Check) and FBI (Federal Bureau of Investigation) Criminal History Check.

EVALUATION

- Performance will be evaluated annually by the Employee's Supervisor, in accordance with the provisions of policy on Evaluation of Administrative Assistants Personnel, as amended.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the required duties.

In signing this Job Description, I acknowledge that I have received a copy of the job description in which I am currently employed. I understand that a signed copy will be placed in my personnel file.

Employee Signature_____ Date_____

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