

Accounts Payable/ Payroll Clerk

Supervisor: Business Manager

Length of Work Year: 12 Months

Length of Work Day: 10 Hours

Summary of Responsibilities:

Maintain all purchasing and payroll records, completing quarterly and annual reports, and maintaining accurate payroll and vendor records for the district. Duties and responsibilities include:

Accounts Payable:

- Maintain district purchase orders.
- Review and match invoices & delivery slips with PO's to process voucher.
- Prepare voucher for processing and printing out reports.
- Get signatures from board members.
- Pick up checks from Data Processing in Toltec.
- Process checks getting them ready to mail.
- Process Stop/void warrants.
- Add new vendors to the system.
- Maintain vendor W-9's.
- Maintain vendor files.

Payroll:

- Reconcile the payroll distribution with the employee's contract/work agreement at the start of the contract/work agreement.
- Distribute a copy of the payroll distribution to certified employees prior to 1st payroll being closed.
- Distribute timesheets to employees with notations, as needed.
- Collect signed timesheets.
- Enter leave into system.
- Enter payroll deductions in the system when necessary.
- Process payroll from start to finish.
- Send out direct deposit receipts.
- Obtain Board Member signature – Only one needed.
- Voucher coversheet for month board meeting. The District Secretary will get the remaining board signatures, a copy for the payroll file, and original signature page sent to county.
- Balance leave at the end of the fiscal year
- Balance deductions at the end of the fiscal year
- Balance contracts prior to closing the employee's final payroll for the fiscal year.
- Keep track of leave changes per governing board policy regarding # or yrs. service
- Create payroll calendars in Vision system at the beginning of the new fiscal year.
- Roll over current fiscal year.
- Quarterly Unemployment tax report
- State Report-SDER

Other duties:

- Assist with answering phones.
- Assist teachers and students.
- Perform other tasks as assigned by Business Manager/Principal/Superintendent