

HELP WANTED

Accounting/Payroll Specialist (Year-Round Position)

This position requires Associate's degree and one year related experience and/or training; or equivalent combination of education and experience, ability to successfully complete National criminal background check, and valid AZ IVP Fingerprint Clearance Card.

Responsible for supporting department functions with specific responsibility for a complex variety of assigned accounting functions, including but not limited to: administering A/P process, purchasing office supplies, accurate processing of authorized invoices, recording, updating and reconciling related financial information, payroll, and providing instructions and / or accounting support to other personnel. This position performs a variety of clerical and accounting duties in support of the School.

- Processes accounts payable and purchase orders.
- Review and process requisitions and ensures the timely approval into purchase order.
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Prepares payment checks and enters appropriate record information.
- Audits invoices against purchase orders, researches discrepancies, and approves for payment.
- Computes and records charges, refunds, and cost of lost or damaged goods, freight charges, rentals, and similar items.
- Prepares vouchers, invoices, checks, account statements, reports, and other records, and reviews for accuracy.
- Processes orders and delivery of orders timely based on required date included on PO.
- Utilizes the appropriate reports/tracking modules within the accounting software
- See complete job description on following pages.

Salary DOE \$15.36-\$16.06/hr.

To apply:

Complete application on www.BWCS.K12.AZ.US and mail with resume to:

Peggy Huff
Blackwater Community School
3652 E. Blackwater School Rd.
Coolidge, AZ 85128

OR

E-mail to: Peggy.Huff@bwcs.k12.az.us
FAX: 1-800-507-5310

*Any applicant selected for interview will be asked to complete an assessment prior to the interview.

Posted: 5/25/2018

Posting close date: Until Filled

Blackwater Community School

Job Description

Job Title: Accounting/Payroll Specialist

Department: Administration

Reports To: Business Manager

FLSA Status: Non-Exempt

Prepared By: Peggy Huff

Prepared Date: November 6, 2017

Approved By: Jagdish Sharma

BOT Approved Date: November 7, 2017

Summary

The Accounting/Payroll Specialist provides support for department functions with specific responsibility for a complex variety of assigned accounting functions, including but not limited to: administering A/P and payroll process, purchasing office supplies, accurate processing of authorized invoices, recording, updating and reconciling related financial information, compiling payroll data to maintain payroll records, maintaining leave banks, completing periodic reports and providing instructions and / or accounting support to other personnel. This position performs a variety of clerical and accounting duties in support of the School.

Certificates, Licenses, Registrations

Valid Arizona DPS IVP Fingerprint Clearance Card

Ability to Pass National Criminal Background Screen

Education and/or Experience

Minimum Associate's degree or equivalent from a two-year college or technical school; and six months related experience and/or training; or equivalent combination of education and experience. Experience with Native American School Systems preferred.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Maintains accuracy, detail and documentation in all stages of the procurement process.
- Reviews requisitions for proper information; including dates needed, payable vendor, and signatures.
- Enter requisitions to begin the purchase order process.
- Monitor and notify 1st level and 2nd level approvers for purchase order process.
- Processes orders from suppliers.
- Verifies and update vendor information.
- Verifies receipt of product with purchase order.
- Secures all packing slips for verification of delivery.
- Responds to vendor/employee questions about order processing/delivery/payments.
- Follows up on deliveries in error, product in error, or deliveries not received.
- Processes cancelled items with requester for appropriate replacement.
- Revises purchase orders as needed when additional information is received.
- Reviews and processes all invoices for payment, obtaining signatures when needed.
- Processes payment vouchers and checks.
- Follows up on invoices routed for signature, if not returned in a timely manner.
- Verifies duplicate payments, statements received or charges not related or approved.
- Files and maintains paid vendor files.
- Follows and assures timely processing of procurement process to completion.
- Reviews all hours in Timeclock for accuracy, missed punches, leave and errors/exceptions.
- Verifies and records leave forms with employee's leave banks.
- Updates employee deductions according to start date.
- Enters employee leave requests and call-out slips in the staff calendar.
- Updates employee position and pay files for new employees and as needed for changes to duties.
- Imports files into accounting system for payroll processing.

- Verifies and maintains leave banks with time usage and accruals.
- Reviews, enters and monitors all wage garnishments, levy's, and other deductions mandated by a court order.
- Processes and enters all stipends, gift cards distributed and other items relating to pay and/or taxes.
- Updates records for Arizona State Retirement System and responds to all questions/secure messages.
- View and enters, with accuracy, direct deposit requests and monitors prenotes.
- Prints paychecks and distributes.
- Processes payment invoices and vouchers for all taxes related to payroll processing.
- Pays payroll taxes timely and accurately with necessary documentation.
- Creates retirement records and reports to Arizona State Retirement System.
- Distributes paystubs for direct deposit employees.
- Review and update tardy reports, unexcused absence reports and Personal Leave reports.
- Answers all questions and assists employees with questions relating to pay and pay processing.
- Assists Finance Manager in preparing deposits.
- Assists Finance Manager in reconciling bank accounts.
- Assists Finance Manager in tracking and printing time and effort reports.
- Assists Finance Manager in scheduling accommodations for all Board approved business travel including initial process for PO's for airfare, hotel, registrations, per diems and ground transportation. Obtaining all necessary receipts in a timely manner upon employee's return.
- Assists Finance Manager in maintaining and updating fixed asset/stewardship listing when changes are received. Preparing inventory forms and other year-end reconciling items.
- Effectively manages, organizes, prioritizes, and adapts to changing priorities.
- Covers front desk, when needed.

Supervisory Responsibilities

This position has no supervisory responsibility.

Skills and Abilities: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to show respect and sensitivity for cultural differences, and promote a harassment-free environment.
- Ability to uphold organizational values by working ethically and with integrity.
- Active listening skills.
- Ability to focus on solving conflict, not blaming; maintain confidentiality, and keep emotions under control.
- Problem solving skills including using reason even when dealing with emotional topics.
- Ability to write clearly and informatively, presents numerical data effectively, read and interpret written information.
- Ability to observe safety and security procedures, reports potentially unsafe conditions, use equipment and materials properly.
- Ability to adapt to changes in the work environment and manage competing demands.
- Ability to consistently be at work and on time.
- Ability to read and interpret documents such as safety rules, write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure.
- Knowledge of Internet software, E-mail software, Spreadsheet software and Word Processing software.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties this position will supervise/interact with children ages 3-10, which involve getting down to the child's level physically, which involves bending, stooping, and kneeling; and will guide/supervise children safely to and from the classrooms, up to 250 yards.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

I, _____, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

Signature

Date