

Gahanna-Jefferson School District Position Description

Position Title:	Accountant I – Certificated Payroll
Reports To:	Treasurer
FLSA Status:	Exempt
Revision Date:	April 1, 2021

SUMMARY: Processes payroll and administers employee benefits. Coordinates medical benefits, workers' compensation, annuities and unemployment. Works with the Treasurer to meet all office requirements and deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Receives time sheets; balances and processes semi-monthly payroll.
- Calculates and processes all deductions for payroll taxes and retirement plan contributions.
- Maintains sick leave, personal leave, leave of absence and vacation records.
- Calculates and reconciles payments for medical, dental, life, COBRA and other insurances. Maintains enrollment information for all employees' insurance benefit plans.
- Prepares bank deposits.
- Processes various legal and compensatory information with new employees according to District requirements.
- Assists with workers' compensation claims.
- Cross-trains with all other staff in Treasurer's Office and provides back-up support where needed.
- Maintains personnel records as they relate to payroll, absences and employee benefits.
- Maintains respect at all times for confidential information.
- Must interact in a positive manner and make contact with staff and the public with tact and diplomacy.
- Attends meetings and in-services as required.
- Prepares semi-monthly payroll including direct deposits. Processes all deduction checks (credit union, garnishments, union dues) and electronic payments of Medicare, retirement and taxes (federal, state, municipal, school district).
- Administers 403(b) and 457 annuity programs.
- Processes all long-term substitute, summer school and supplemental pay.
- Files semi-monthly reports with SERS and STRS; prepares refund requests. Verifies service credit for current and former employees.
- Explains health insurance options to new employees and assists with required new hire paperwork. Handles initial application for insurance. Initiates COBRA continuation notices.
- Counsels employees on benefits, qualifying events and open enrollment deadlines in regard to child birth and retirement.
- Assists with employee insurance claim questions.
- Handles health insurance discrepancies between insurance company and claimant through broker.
- Prepares employment and annual salary (contract) notices, W-2's and Affordable Care Act 1094 and 1095 forms.
- Prepares bi-annual EEOC report information.
- Prepares reports for month, quarter and year-end fiscal and federal, state and municipal tax reports. Submits governmental tax reports.
- Completes employment verification forms.
- Must have availability to work occasional evenings/weekends as directed by the Treasurer.
- Other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

- None.

QUALIFICATION REQUIREMENTS: 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.

EDUCATION and/or EXPERIENCE:

- High school diploma or equivalent with three to five years related previous experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Notary license may be required.

LANGUAGE SKILLS:

- Ability to read, analyze and interpret documents and instructions.
- Ability to write routine reports and correspondence.
- Ability to communicate effectively with people.

MATHEMATICAL SKILLS:

- Proficiency in math with knowledge of accounting practices and procedures.
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio and percent.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

- Must have strong communication, computer, organizational, problem solving and interpersonal skills.
- Ability to deal effectively with employees and others, and be sensitive to confidential information.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- Word processing with accurate grammatical, spelling and punctuation skills.
- Must type accurately a minimum of 40 WPM.
- Ability to work with essential office equipment.
- Ability to speak clearly and concisely both in oral and written communication.
- Effective active listening skills.
- Ability to be flexible and adapt to changing situations.
- Ability to prioritize and meet deadlines.
- Excellent attention to detail.
- Excellent computer skills with proficiency in the use of computer applications including word processing, spreadsheet (Excel), the District payroll/accounting/personnel system (USPS Redesign), and the attendance reporting system (Absence Management).
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 of this job, the employee is regularly required to stand, talk and hear. The employee frequently is required to walk and have repetitive hand motion (e.g., computer keyboard, typing). The employee must occasionally lift and/or move items such as files and boxes. Specific vision abilities required by this job include close vision and the 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.

The noise level in the work environment is usually moderate.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. A copy was given to me for my records.

Signature

Date

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.