

Minersville Area School District

Job Description

Confidential **Payroll/Purchasing/Cafeteria** **Administrative Assistant**

Qualifications: Associate degree or equivalent work experience in payroll and office administration principles and procedures. Governmental and non-profit payroll concepts preferable.
Demonstrates commitment to accuracy.
Ability to show sound judgment and discretion.
Proficient computer skills, including but not limited to typing, use of the internet, Microsoft Office Suite programs, CSIU Financial Software, and QuickBooks.
Excellent communication skills.
Ability to maintain positive working relationships with staff members.

Reports to: Business Manager and Superintendent

Job Goal: To assist in the production of accurate district accounting records in such a way as to provide the best possible educational services with the financial resources available.

Performance Responsibilities:

Payroll Assistant:

1. Maintain records and detail of all financial transactions for all Payroll accounts. Including bank reconciliations monthly.
2. Verify time clock working properly at each building.
3. Prepares and processes bi-weekly payroll. Including direct deposit upload and verification of employee salary and wage accuracy.
 - Class designations:
 - a. Administration/Secretaries – paid up to date bi-weekly
 - b. Hourly – paid a pay period one behind
 - c. Seasonal/Extra-curricular – paid per District schedule
 - d. Teachers – paid their contract from September through August, unless he/she request a balance of contract at the last pay date in June
 - i. Ability to properly accrue wages (expenses and liabilities) as of 6/30 annually and provide required reports
 - ii. Ability to pay balance of contract prior to 6/30 annually for those Professional employees who choose this option.
 - iii. Ability to record sabbatical leave
 - e. 200 Day Employees – paid their wages from August through July
 - Direct deposit upload must be completed 3 days prior to pay date.

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4. Prepares all tax, retirement, and other forms and reports as required by federal, state and local agencies
 - Federal 941 deposit
 - PA Income Tax Withholding deposit
 - PA Unemployment
 - Worker's Compensation
 - Pennsylvania State Employees Retirement System (PSERS) new VOYA reporting and deposits
 - Credit Union deposit for employee savings
 - Wage attachments
 - 403(b) upload and payment to our third party administrator and their system
 - Professional Union dues
5. Monthly reporting (with payments)
 - PSERS work report and original option deposits
 - Colonial Life
 - Support Staff Union dues
6. Quarterly Payroll Tax Filings
 - Employer Quarterly Federal Tax Return (Form 941)
 - Pennsylvania Unemployment Tax (FORM UC-2)
 - Local Earned Income Tax Form – Current collector Berkheimer Associates
 - LST (Local Service Tax) – Current collector Berkheimer Associates
 - Reconciliation of Social Security and Medicare Tax Contributions
7. Annual Payroll Tax Filings
 - Employee W-2's
 - Federal Unemployment Tax Deposit (Form 940)
 - Social Security Administration (Form W-3)
 - Pennsylvania Income Tax Reconciliation (Rev-1667)
 - Local Reconciliation of Income Tax Withheld – Berkheimer Associates
8. Record and deposit all revenues to the District on a daily basis.
9. Trace errors and make necessary adjustments to correct.
10. Keep detailed files of all invoices paid, revenues received, and reports to the government agencies. Keep archived files of all records for a minimum of seven years.
11. Work closely with accountants on financial audit after the close of each fiscal year. Make necessary adjusting journal entries, run final financial reports for the fiscal year.
12. Maintain and process current signature cards and resolutions as required by depository. Also upload signatures to payroll software so they can be imprinted on checks.

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Purchasing Assistant:

1. Processes general requisitions.
 - Send to Business Manager for approval.
2. Process Purchase Orders.
3. Record all shipments then forward to corresponding department.
4. Handle all issues dealing with damages, shortages, etc.
5. Share counter duties with transportation secretary.
6. Process Post Office Mail and Inter-Office Mail daily.
7. Periodically assist with registrations.

Cafeteria Secretary:

1. Monitor and record daily cafeteria deposits.
2. Maintain cafeteria computer program for school lunch program.
3. Process lunch applications throughout year.
4. Prepare monthly board reports:
 - Treasurer's report
 - Bills payable
 - U.S.D.A. Government Commodities
 - Cafeteria Summary (Breakfast)
 - Cafeteria Summary (Lunch)
5. Transactions to complete monthly:
 - Lunch claim calculation worksheet
 - Update enrollment figures for the PDE lunch voucher
 - Prepare and submit PDE lunch voucher
 - Download direct certification from PDE website; eliminate ineligible by age and non-students
 - Bank reconciliation
 - Process checks for cafeteria account
6. Transactions to complete annually:
 - Prepare portions PDE lunch application
 - Prepare and process student lunch applications
 - Send determination of Average Daily Membership and composite sheet to parochial schools
 - Prepare eligibility lists for each building
 - Send parent letter indicating status
 - Send parent letters indicating no application submitted and child is no longer eligible
 - Change status of students who did not file a new application
 - Maintain eligibility records for state review

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- Verification process for PDE:
 - pull applications for verification
 - mail letter and forms to chosen households
 - verify documentation that is provided
 - notify household of any change in status
 - change status of students in cafeteria system of households that fail to respond or do not provide the proper documentation.
- 7. Compile, complete, and submit data for the PA Department of Health report.
- 8. Prepare joint purchasing of custodial and paper requests and submit for approval.
- 9. Prepare and run tax forms for distribution to local tax collectors.
 - Research returned Homestead exclusion addresses to the District
- 10. Process and submit Act 80 reporting.
 - Sort the information so the tax collectors can update their per capita lists

Overall duties:

- Follows all District policies and procedures.
- Is discreet and confidential in respective matters.
- Verifies all timelines, deadlines, and due dates are met regardless of time off.
- Maintains an orderly filing system with complete back-up documentation.
- Responds to information requests in a cooperative, courteous, and timely manner.
- Self-starter, prioritizes, takes initiative, and very organized.
- Keeps current on new information, innovative ideas and techniques.
- Performs other duties as requested by the Superintendent and Business Manager.

Term of Employment: Full-time employee with benefits.

Evaluation: Performance of the job will be evaluated annually by the Business Manager.

Clearances: All government required clearances must be met.

Approved by Board of Education: May 24, 2021