

**WINOOSKI SCHOOL DISTRICT**  
**Job Description: Payroll & Fiscal Services Specialist**

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***Date Approved/Updated:*** June 19, 2017

***Location:*** Central Office

***Job Group:*** Support Staff

***Reports To:*** Finance Manger

***Summary of Position Responsibilities:*** This position is responsible for the proper operation of all the elements of payroll and accounts payable systems and supporting the Finance Manager with financial accounting in compliance with all applicable federal and state laws and Generally Accepted Accounting Principles.

***Essential Duties and Responsibilities:***

- Prepare and Process Bi-Weekly Payroll.
- Prepare all quarterly reports for payroll, including 941, State Withholding, Unemployment, VMERS and VSTRS.
- Prepares W-2's
- Assists with process/approval of purchase orders
- Set up approved vendors and prepare 1099's annually
- Processes invoices for payment/prepares board warrant in a timely manner.
- Prepares weekly deposit for the treasurer.
- Records receipts
- Order & maintain central office supplies, including copier and postage meter.
- Provides support where necessary for special projects.
- Collaborate with other departments and staff to support programs and services of the district.
- Assists Finance Manager with processing employee benefits.
- Assists Finance Manager with processing documents related to Food Service.
- Assists Finance Manager with budget preparation and annual audit.
- Other duties as assigned by the Finance Manager.

***Supervisory Responsibilities include:*** N/A

***Qualification Requirements:***

*The requirements listed below are typical 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:** Associate degree in accounting, or equivalent experience. Excellent computers skills including use of Word, Excel and Google Docs.

**Certificates, Licenses, Registrations:**

**Language Skills:** Ability to communicate effectively orally and in writing with staff and members of the community.

**Mathematical Skills:** Ability to maintain accurate accounting records.

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*The information contained in this job description is for compliance with the Americans 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 individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*

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Reasoning Ability: Ability to act on and uphold policies and procedures established by the district, make independent judgements, maintain confidentiality and meet deadlines.

Other Skills and Abilities:

***Physical Demands:***

*The physical demands are typical 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. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:*

- |                              |              |               |                |                    |                     |
|------------------------------|--------------|---------------|----------------|--------------------|---------------------|
| O Standing                   | O Walking    | C Sitting     | O Lifting      | O Carrying         | O Pushing           |
| O Pulling                    | O Climbing   | O Balancing   | O Stooping     | O Kneeling         | O Crawling          |
| O Crouching                  | O Reaching   | C Handling    | C Fingering    | O Feeling          | F Talking           |
| C Hearing                    | O Far Vision | C Near Vision | O Color Vision | O Depth Perception | F Repetitive Motion |
| F Eye/Hand/Foot Coordination |              |               |                |                    |                     |

***Physical Effort:*** Please indicate on the continuum the requirements of this position:

| <b><i>Sedentary Work XX</i></b>                    | <b><i>Light Work</i></b>                                      | <b><i>Medium Work</i></b>              | <b><i>Heavy Work</i></b>               | <b><i>Very Heavy Work</i></b>                  |
|--|---|--|--|--|
| Lifts up to 30 lbs<br>Walks/stands<br>occasionally | Frequently lifts up to<br>10 lbs. Frequently<br>walks/stands. | Frequently lift/carry up<br>to 25 lbs. | Frequently lift/carry up<br>to 50 lbs. | Frequently lift/carry up<br>to 50 lbs or more. |

***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. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:*

- |                          |                  |                |             |                          |
|--------------------------|------------------|----------------|-------------|--------------------------|
| N Exposure to<br>weather | N Extreme heat   | N Extreme cold | O Noise     | N Dust, vapors,<br>fumes |
| F Time constraints       | F Public contact | F Deadlines    | O<br>Travel | F Inside work            |

***Terms of Employment:*** Per Collective Bargaining Agreement, State and Federal Statutes and Board policies.

***Compensation:*** Per Collective Bargaining Agreement

***Evaluation:*** Per Collective Bargaining Agreement

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