

Print budget reports
Clear monthly totals

C. (Quarterly)

Retirement reports and payments – TRF, PERF
Unemployment report, UC –1 report
State and county tax report
Federal tax report – 941
Clearing qtr. totals/setting up new files (computer)

D. (Annual)

Balancing and printing year end reports (using checklist)
Balancing and preparing W-2's

E. (Misc)

Section 125 maintenance
NCI sub billing
Jury duty records
Sick bank records – classified, certified
Attendance reports
Preparation of classified contracts
Retirement forms – TRF, PERF
Verification of employment
Disability earnings
Garnishments, Levies on earnings
Balance clearing account
Sub teacher FICA records
Checklists for fiscal end (including P-31 report)

QUALIFICATIONS:

1. High School diploma
2. One-year certificate from college or technical school or three to six months related experience and/or training; or equivalent combination of education and experience.
3. Ability to prepare written reports and correspondence.
4. Ability to plan and organize, good work habits, cooperative, and able to work well in group situations.
5. Ability to calculate figures and amounts such as discounts, percentages, and interest.
6. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
7. Ability to type accurately at a minimum speed of 50 words per minute. Employee should also be able to use the machines, tools, equipment and work aids which may be representative, but not all inclusive, of the commonly associated with the type of work, calculator, tools, charts, forms, ledgers, schedules and computers.
8. Other qualifications that the School Board may require.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, 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 individual with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

There are no environmental hazards indicated for this position.

TERMS: Length of year and rate of pay to be determined by the School Board.

EVALUATION: Evaluation of performance on this job will be in accordance with the provision in the policy handbook.