

JOB DESCRIPTION
BOOKKEEPER ASSISTANT w/ emphasis on Payroll/HR
SCHOOL DISTRICT OF PITTSVILLE

STATUS: Non-Exempt; 20 to 25 hours per week; year round employee

REPORTS TO: Director of Business Services and District Administrator

QUALIFICATIONS:

1. Minimum of 2 years experience in accounting -related or bookkeeping role.
2. Demonstrated knowledge of bookkeeping best practices.
3. Excellent attention to detail.
4. Associate's degree, Bachelor's degree, and/or related experience in Accounting preferred.

DUTIES AND RESPONSIBILITIES:

1. Enter vendor invoices
2. Assemble vendor checks for mailing and file vouchers/checks
3. Enter new employee information within Skyward
4. Update existing employee information within Skyward
5. Maintain employee payroll paper records/files
6. Prepare bi-weekly payroll – gather timesheets, enter timesheets, enter substitute information, upload work sheets, etc.
7. Maintain Frontline – substitute tracking software
8. Assemble payroll checks/stubs for mailing/delivery
9. Maintain Time-Off module within Skyward
10. Assist with coordination of annual employee benefit open enrollment processes
11. Other duties as assigned

ADDITIONAL RESPONSIBILITIES:

1. Works in conjunction with the Director of Business Services
2. Must work well as a team player and on your own
3. Strong working knowledge of Excel and Word; Google a plus
4. Stays current on State and Federal laws that affect school districts financially
5. Assists with answering phones, answering doors, mail as needed
6. Assists with annual financial audit and workers' compensation insurance audit
7. Occasionally, yet essential to this position – must meet deadlines; interact with the public and employees; work a set schedule (TBD); and meet multiple demands from several people.
8. Maintains confidentiality in all phases of position

EVALUATION: The administration shall complete an evaluation in accordance with Board policy.

Approved by the Board of Education May 8, 2023.