



School Department	Director of Administration (PT)				
Current Staff	Accounting Manager				
Additional Duties	Director of Administration	Senior Accountant	Payroll Clerk	Human Resource/Administrative Analyst	Accounts Payable Clerk
New Staff					
	Audit preparation and work: School will now be completely segregated-entire school side will be responsibility of school personnel (includes accruals, year end entries) ALL journal entries will be performed by school staff Bond monitoring /reporting, Housing Aid reporting Construction reconciliations Fixed Asset additions/deletions/depreciation Major contracts (transportation, food service, etc.) Updating salary tables	Payroll and general fund monthly bank reconciliations Cash flow analysis as needed to ensure proper funding RIPAY entries Add new UCOA accounts Add new Fund Accounts Maintain Munis/UCOA crosswalk Accounts receivable deposits and reconciliations Compiling retro payroll after CBAs are settled Workers comp audit compilation and reporting	Adding/terminating Employees Correcting bi-weekly payroll errors (part of reconciliation process) Verification and submission of: bi-weekly federal taxes bi-weekly state taxes bi-weekly 403b deductions bi-weekly Ersri deductions/contributions Printing of bi-weekly checks/direct deposit advice Quarterly tax reconciliation and reporting Year end (W-2) reconciliation and reporting (includes ACA entries and 1095 reporting) Maintenance of tax tables Setting up new salary/deductions codes as needed Splitting payrolls that cross fiscal years	Adding/terminating employees Updating medical/dental coshares for new year	Create purchase orders Monitor PO's for: overages completion preparation for payment(s) Direct disbursement payments Payments to vendors Liasion to vendors Vendor files 1099 filing and monitoring Process vendor checks from payroll (union dues, garnishments, etc)
	Human Resources/Operations Clerk Day to day transportation issues Day to day benefits/employee adds/moves/changes Other duties as required by human resource manager				