

**School District of Santa Rosa County
Job Description**

Fiscal Assistant II

Reports to: Site/Department Manager	FLSA Status: Non-Exempt
Department: Finance	Prepared by: Human Resources
Date: March 15, 2018	Job Code: 11040
Position #: 50032	Range: 14

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks that are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

Payroll

- Posts each individual leave and temporary duty request in TERMS system;
- Uploads data from AESOP system into District system;
- Prepares monthly payroll reports, calculations, leave increments and balance sheets;
- Calculates all terminal pay and Bencor deductions for employees;
- Verifies all employee direct deposit requests for accuracy and enters in TERMS system;
- Electronically submits direct deposit and tax transfers;
- Calculates estimated monthly earnings for employees upon request;
- Maintains master payroll file and updates with changes in employee insurance or other voluntary deductions;
- Answers questions involving W-2's, W-4's, rules and regulations, and Board policies; and the interpretation of taxes;
- Maintains current knowledge of personnel files containing financial information;
- Re-calculates salaries and deductions as individual employees' status changes and enters in TERMS system;
- Receives and verifies sick bank and donated leave forms and transfers all leave balances accordingly;
- Initiates all stop payments on payroll checks;
- Assists employees in getting needed replacement payroll checks or replacement W-2 forms;
- Assists administrators and employees with needed help in payroll matters;
- Deposits funds to proper accounts and depository;
- Creates and maintains spreadsheets for use in monthly processing of records and/or for requested reports;
- Uses word processing software and district email system for communications;
- Prepares information for training sessions;
- Prints, distributes and mails all employee payroll checks, as needed;
- Performs related duties as required or assigned;
- Applies Board policies and procedures relating to fiscal issues.

Accounts Payable

- Receives, sorts and verifies invoices and purchase orders;
- Audits and processes invoices and purchase orders for payment;
- Performs daily proofing process of all invoices entered in TERMS system for payment;
- Balances each check run and prints, sorts and mails checks

- Posts and maintains journals, ledgers and other record books;
- Maintains filing system on signed purchase orders, statements and paid invoices;
- Receipts incoming funds and fills out cash transmittal sheets daily;
- Totals and balances monthly entries and posts to general ledger and control accounts;
- Maintains cash receipts journals;
- Maintains spreadsheet on visa card usage problems for district's incentive program;
- Ensures invoice discounts are used when available;
- Researches and resolves past due invoices;
- Audits all district travel vouchers for compliance with Board Policy and Florida Statutes;
- Makes appropriate decisions related to vendor issues;
- ~~Processes and distributes annual Teacher Lead Program checks for all teachers;~~
- Initiates all stop payments on vendor checks;
- Assists vendors in getting needed replacement checks;
- Assists administrators and employees with needed help in accounts payable matters;
- Deposits funds to proper accounts and depository daily;
- Creates and maintains spreadsheets for use in monthly processing of records and/or for requested reports;
- Uses word processing software and district email system for communications;
- Prepares information for training sessions;
- ~~Prints, distributes and mails all~~ **Processes** vendor payment, travel and payroll benefit checks;
- Performs related duties as required or assigned.

Supervision Received:

Site/Department Manager

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- ~~Six~~ **Three** years' experience in **responsible position with account maintenance or general financial recordkeeping** of bookkeeping records, including ~~three~~ **two** years **maintenance experience performing** of accounts payable and/or payroll records **duties within the school system.**
- **Experience with operation of a computer and other office equipment required, along with spreadsheet and TERMS (3270) experience required.**

Preferred:

Operation of computer, 10 key calculator and other office equipment; Type.

Physical Demands:

Must be able to operate a computer or data entry device; sit for extended periods; communicate using speech, hearing and vision skills. Office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.