

Wachusett Regional School District

CLERICAL STAFF

JOB DESCRIPTION

TITLE:

Senior Accounting Secretary

QUALIFICATIONS:

The Senior Accounting Secretary will be a high school graduate with at least three (3) years of office experience. The Senior Accounting Secretary will be able to interact with many diverse people and handle sensitive material. Preference will be given to those candidates with accounting and financial management experience including schools and/or school district and the functions of payroll, accounts payable or general accounting systems. The Senior Accounting Secretary will be computer knowledgeable and experienced with personal computers and mainframe computer systems as well as with spreadsheets. The Senior Accounting Secretary will demonstrate a sound understanding of double-entry accrual accounting techniques and procedures in the performance or supervision of the maintenance and verification of payroll and financial accounts and the compilation of accounting data within a prescribed double-entry accounting system.

REPORTS TO:

Designated Member of the Administrative Staff

PERFORMANCE EVALUATION:

The Senior Accounting Secretary will be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

AFSCME, Council 93

JOB RESPONSIBILITIES:

The Senior Accounting Secretary is a member of the clerical staff and as such is responsible to provide clerical support to the administrative staff, to create and maintain financial records for payroll, purchasing and/or accounts payable operations.

In carrying out these responsibilities, the Senior Accounting Secretary shall:

1. Enter and process all invoices, payrolls or check runs. Train other assigned personnel in those activities;
2. Prepare and maintain records for the District, including general ledger, revenue and expense ledgers, bank accounts and other general account records both computerized and hard copy. Prepare all necessary documents for execution by the Superintendent, Treasurer and School Committee, such as Warrants;
3. Assist and train other personnel in the areas of payroll and accounts payable in cash flow estimates, audit documents and reports for projects funded by state, federal or other funding sources;
4. Prepare and maintain, and train other personnel in, payroll records including the computation and verification of new salaries/prorating of salaries, verification of all paperwork from Administrative Services for accuracy and correctness, paid leave, overtime, withholding, deductions, retirement, insurance, automatic check and direct deposit, as well as making deposits and distributing checks, vouchers or cash to employees. Interact with personnel in Administrative Services, Benefits Administration, at Mass Teachers Retirement Board, Worcester County Retirement Board, Aetna Retirement, and work with school secretaries as necessary;
5. Prepare and maintain, and train other personnel in, accounts payable records including research and verification of all invoices and statements, and all employee reimbursements and travel expenses. Maintain Neopost set-up and postage meter;
6. Reconcile accounts and bank statements;
7. Make accounting adjustments, such as journal entries, when requested or required;
8. Perform purchasing duties for the District, as assigned, to include scheduling and recording payments and encumbrances and ordering of all necessary supplies;
9. Maintain computerized accounting records and make changes such as adding new accounts to the chart of accounts as directed or new vendors, and utilize personal computers in the record-keeping and resolution of accounts and payroll records;

10. Prepare various monthly and annual reports and special periodic reports for budget managers and administrators, grant reporting, account resolution, W-2s, 1099s and other;
11. Enroll employees in benefit and retirement programs and assist with the resolution of problems when assigned;
12. Assist and train personnel in areas of payroll and accounts payable to perform yearend procedures and assist auditors with periodic audit of records and accounts; and
13. Perform any other related duties or assignment as directed by his/her supervisor.

Updated: 03/29/02

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 03/29/02