

South Tippah School District
Accounts Payable/Payroll/Insurance Clerk
Job Description

Qualifications:

High School Diploma, College Preferred

Reports To:

Superintendent

Job Goal:

To contribute to efficiency and effectiveness of district operations by prompt and accurate handling of all payroll and accounts payable matters

Duties & Responsibilities:

1. Receive and verify invoices and requisitions for goods and services
2. Data entry invoices for payment into accounts payable program
3. Pay all bills once a month after board approval and oversee the payment of utilities as they come due to prevent penalty according to the authority given by the board
4. Supply Superintendent and Board with monthly claim docket report
5. Complete paperwork for new employees (insurance forms, retirement forms, tax forms, etc.)
6. Make sure each employee has a well maintained personnel folder complete with personnel file and any other employee related information. Any insurance information is in a separate insurance file. Maintain insurance files, FMLA files, and WC files
7. Responsible for auditing insurance bills at the end of the month and making sure each employee's deductions are correct
8. Responsible for using E-verify and making sure each employee in our district has two forms of identification on file
9. Responsible for maintaining employee records in Marathon and making sure that all employee information and teacher licenses are up-to-date
10. Report any changes of addresses of employees to insurance companies and PERS
11. Coordinate open-enrollment periods each new school year. Work closely with insurance company, to ensure all new deductions are correct and we are in compliance with Section 125 cafeteria plan and 403B plans
12. Discuss and answer questions concerning all insurance plans
13. Maintain attendance records of all schools
14. Dock any pay having to do with attendance and leave issues
15. Make sure each non-certified employee has a time sheet turned in each month
16. Enter all payroll each month such as sub pay, sub bus driver pay, tutors, part-time workers, and any hourly employees the district may employ
17. Run W-2s, 1099 forms, 1095c forms, and any reports associated with this in January of each year. Submit these to the IRS and STATE in a timely manner
18. Electronically enter all new insurance forms to the State Health Plan and balance and mail insurance payments to BC/BS
19. Update all personnel information in budget module
20. Transmit payroll file timely for direct deposit to the bank

21. Balance all activity fund and club checking accounts and enter financial information into general ledger monthly

Terms of Employment:

Salary and work year are determined by the School Board

Evaluation:

Performance in this position will be evaluated annually, by the Superintendent in accordance with provisions of the Board's policies on evaluation.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____