

Western Maricopa Education Center (West-MEC)

Job Description

Job Title: Payroll/Accounting Tech

Supervisor: Administrator for Business Services

Terms of Employment: Twelve months

Salary Range: \$18.20 - \$24.90 hourly (\$38,000 - \$52,000)

Essential Duties and Responsibilities:

Payroll

Maintain and process payroll records and reports for accounting of salary/wages due, accruals, deductions, and other payroll functions.

- Establish and maintain good rapport with employees and community
- Perform the payroll operations, including the accounting of salary/wage due, accruals, deductions, along with other payroll functions
- Manage workflow to ensure all payroll transactions are processed accurately and timely
- Maintain and setup deductions in compliance with federal, state and county guidelines
- Understand proper taxation of employer paid benefits
- Process correct garnishment calculations and compliance
- Process accurate and timely reports (941s, W-2s, 1099s, etc.)
- Perform pro-forma payrolls for accuracy
- Reconcile payroll prior to transmission and validate confirmed reports
- Upload files for processing and payment (i.e., Arizona State Retirement System, Federal and State Taxes, and Health Equity accounts)
- Reconcile monthly payroll and benefits bank statements
- Tyler Visions is the financial system used for payroll processing (experience required)
- Exercise judgement in dealing with confidential information

Accounts Payables

- Process day-to-day operations of accounts payable
- Collect packing slips to compare with invoices
- Communicates with school personnel and vendors regarding correct payments and or credits
- Input invoices into the financial system
- Prepares expense voucher weekly
- Prepares the governing board voucher report
- Ensures checks are sent to vendors in a timely manner
- Compiles invoices and other account documents for closing budget year and in preparation of the audit
- Tyler Visions is the financial system used for payroll processing (experience required)
- Other job-related duties as assigned

Knowledge and Skills:

- ✓ Knowledge of payroll principles, practices, regulations and procedures, preferably in the education environment.
- ✓ Skill in reading, interpreting, understanding and applying relevant Federal, state, and district rules, regulations, and policies and procedures as it relates to payroll.
- ✓ Skill in evaluating and analyzing technical payroll activities.
- ✓ Skill in preparing detailed reports and performing detailed computations.
- ✓ Demonstrated working knowledge in Microsoft Office products, i.e., EXCEL.
- ✓ Knowledge of accounting procedures and accounting software processing with Tyler (Visions) required.
- ✓ Knowledge of applicable Federal, State, county and city statutes, rules, regulations, ordinances and district policies and procedures helpful.
- ✓ Skill in compiling expense reports through Microsoft Excel.
- ✓ Skill in verbal and written communication.
- ✓ Skill in establishing and maintain effective working relations with community businesses, general public, parents and students, co-workers, and others having business with the district.

Qualifications:

Minimum of two years in payroll processing with an additional two years of accounts payables experience. Experience in a school district office environment helpful. Appropriate education and advance training that relates to this type of work. Working knowledge of Microsoft Office, and an understanding of accounting procedures. 10-key calculator by touch is helpful.

Other Requirements:

- Must possess a current Arizona Drivers License.
- Must be able to pass fingerprint and background checks.

Evaluation: This position has a 90-day probation period, plus a yearly evaluation.

Closing Date: Open until filled

Start Date: Immediately

Application Procedure:

Submit on-line application West-MEC.org

Include:

- Letter of interest
- Current resume´
- Three professional references (names, addresses and phone numbers)