

DOLORES SCHOOL DISTRICT RE-4A
JOB DESCRIPTION

PAYROLL SPECIALIST/ FINANCE ASSISTANT

REPORTS TO: Finance Director

POSITION SUMMARY: Responsible for all monthly payroll functions including timecards, calculations, payroll reports and taxes. Handles employee insurance enrollments, reports and payments. Coordinates with the Athletic Director for activity purchasing and payments. Assists the Finance Director in other duties throughout the District Office.

TYPICAL RESPONSIBILITIES:

1. Responsible for payroll calculations, disbursements, and payroll reports;
2. Assists and trains employees and substitutes on how to use the AptaFund program;
3. Processes time sheets for employee payroll;
4. Calculates gross worksheets and reports statistics to the Colorado Dept of Labor;
5. Responsible for payroll taxes for PERA, federal and state, PERA 401K insurance enrollments, reports payments;
6. Manages and processes payments for the activity fund;
7. Works closely with the Activity Director for all game/activity payments and Travel.
8. Responsible for reporting of quarterly payroll to Medicaid coordinator;
9. After orders are approved by the Finance Director or Superintendent of Schools, processes orders with vendor(s). Supports district secretarial personnel in purchasing procedures.
10. Manages District Travel
11. Manages District Credit Cards
12. Performs other related duties as assigned or requested.

POSITION REQUIREMENTS:

Minimum Education

- o Specialized classes beyond high school

Minimum Experience

- o One to three years

Skill Requirements

- o Payroll experience
- o Computer Skills (excel recommended)
- o Accounting and bookkeeping knowledge
- o 10 Key
- o Effective Communication
- o General office equipment

LICENSES OR CERTIFICATION: None Required

ESSENTIAL PHYSICAL DEMANDS:

- o Frequent lifting 5 to 20 pounds
- o Occasional lifting 20 to 50 pounds
- o Constant sitting

Dolores School District Re-4A, Dolores, Colorado