

Ashe County Schools Job Description

POSITION	Finance/Benefits Specialist
TERM	12-month
FLSA STATUS	Non-exempt
EDUCATION	Associate Degree in Accounting or Business Administration; Bachelor's Degree in Accounting or Business Administration preferred
QUALIFICATIONS	
EXPERIENCE	Minimum two-year's experience in accounting, business or related field preferred
PAY GRADE	NC State Salary Scale -paygrade 63 -
REPORTS TO	Finance Officer

NATURE OF WORK

Under general supervision an employee in this class performs technical bookkeeping and fiscal-clerical work in the Finance Department. An employee will need to be detail oriented and impose a strong drive for accuracy upon themselves. The employee must have a keen awareness of their assigned duties and the time management to ensure those duties are completed on time. The employee must exercise considerable tact and courtesy in dealing with the public and employees on a daily basis.

DUTIES AND RESPONSIBILITIES

- Print payroll deduction register and bills each month. Balance monthly deduction checks to the bills. Maintain a spreadsheet or copies of each bill to show they are balanced.
- Determine the amount of premiums due from employees that are on leave and bill employee as needed.
- Request checks internally from the correct account codes to cover employer portion of premiums for employees on leave of absence.
- Handle employee inquiries about deductions as needed.
- Communicate with HR, payroll, vendors & Third-Party Administrator (TPA) to discuss any changes needed to deductions or billed amounts.
- Handles annual escheat process.
- Support Payroll Specialist and train to be payroll backup
- Administrator for Worker's Compensation.
- Maintenance of State UID and NCID programs.
- Perform Accounts Receivable functions and prepare daily deposits.
- Perform Accounts Payable functions for Exceptional Children and Federal Programs and as needed by the Accounts Payable Department.
- Email, fax or mail purchase orders for Exceptional Children and Federal programs. Print purchase order copies and distribute to the correct department or school. Contact vendors to update information as needed.
- Perform bank reconciliations.
- Attend meetings as necessary for assigned departments/grants.
- OSHA/Safety Committee coordinator
- Other Auxiliary Insurances (car, liability, student, etc.)

- Performs other related work as required.

ESSENTIAL JOB FUNCTIONS

- Must be physically able to operate a variety of automated office machines including computers, calculators, printers, copiers, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Requires the ability to arrive promptly at the prescribed starting time and provide consistent attendance.
- Requires ability to adapt to technology. The ability to type accurately at a moderate rate is a must. The ability to research topics on the internet is regularly needed. An ability to use features within Microsoft Excel to extract and mine data is needed. The ability to sort, filter, and use formulas within Excel are expected.
- Requires the ability to use the telephone and email as daily forms of communication.
- Requires the ability to communicate to individuals and to groups of individuals. Public speaking will not be the everyday norm but it will be needed at times.
- Requires the ability to read and prepare a variety of correspondence, reports, forms, statements, invoices, purchase orders, accounting journals, etc.
- Requires the ability to apply principles of accounting to define problems, collect data, establish facts, and draw valid conclusions. Also requires the ability to respond to questions based on considerable knowledge of these principles.
- Requires the ability to deliver information, explain procedures, follow oral and written instructions so sharing of knowledge can occur. Ability to cross-train within the department to increase flexibility of the team is needed. Must communicate effectively in a variety of technical or professional languages including accounting, insurance, and government terminology.
- Requires the ability to deal with people in a professional manner beyond giving and receiving instructions. A positive experience with co-worker's, customers, and the public is the expectation. Must be adaptable to performing under stress or in emergency situations.
- Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.
- Requires the willingness to assist within the department when situations arise. Also a willingness to take on new assignments, or try new ways of working in order to create greater efficiency.
- Requires strong organizational skills to allow for maintaining complete and accurate records and complex files. Requires a general knowledge of state, local and school system fiscal regulations, policies and procedures.
- Requires the ability to stay current on ever changing duties/reporting requirements.
- Requires the ability to work independently or in groups of people with little guidance.
- Requires the ability to maintain confidential information.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.