

Riverview School District

POSTING

Payroll/Accounting Clerk

The Riverview School District has an anticipated opening for a 12-month Payroll/Accounting Clerk. Interested persons should send their letter of interest, resume, and current clearances to Dr. Neil English, Superintendent, Riverview School District, 701 Tenth Street, Oakmont, PA 15139, or emailed to nenglish@rsd.k12.pa.us, no later than August 25, 2023.

The successful candidate must possess an Associates/Bachelor's Degree in Accounting or related field. It is preferred the candidate have prior payroll experience with a school district entity. Candidate must also possess excellent computer skills with a focus on Microsoft Office. Experience with Prosoft Financial Software is a bonus. The successful candidate must also be very team oriented and have the ability to work in a fast paced environment and be able to multi-task. Salary is negotiable & highly competitive based on experience.

The successful application will be required to secure all clearances and health requirements. Forward letter of interest, resume, transcripts, and 3 letters of reference.

Please review the complete job description below. EOE

RIVERVIEW SCHOOL DISTRICT

**PAYROLL/ACCOUNTING CLERK
JOB DESCRIPTION**

TITLE: PAYROLL/ACCOUNTING CLERK

FLSA Non-Exempt

QUALIFICATIONS:

1. Associate or Bachelor's Degree related to the duties and Responsibilities listed preferred
2. Understanding of computer operations with a demonstrated skill in using computers
3. Good interpersonal skills for both internal and external communications
4. Strong organization and problem-solving skills
5. Ability to work independently and as a team member
6. Experience associated with activities related to the essential functions noted in this job description preferred

REPORTS TO: Business Manager, Superintendent and other Central Office Administrators as necessary

GOAL: To perform duties associated with ensuring proper implementation of all payroll, benefits, and miscellaneous accounting duties.

ESSENTIAL FUNCTIONS:

1. **Conducts and/or assists with all processes related to Human Resources included, but not limited to Payroll, Benefits, PSERS, Worker's Compensation**
2. **Conducts and/or assists with completing accurate state and/or federal reports**
3. **Conducts and/or assists with all processes and procedures related to the Department of Labor, PA New Hire**
4. **Conducts and/or assists the Business Manager with Payroll and Scholarship Reconciliation**
5. **Conducts and/or assists the Business Manager with the maintenance of software applications for Personnel and Employee Webportal**
6. **Attend training sessions to acquire new skills necessary to perform tasks associated with this role in the future**
7. **Performs other duties as assigned by the Business Manager and other Central Office Administrators**

The above statements are intended to describe the general nature and level of work performed by a person in this position. See the attached duties and responsibilities list for

further details. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

POSITION SPECIFICATIONS:

Physical Demands	Sitting at desk for extended periods Standing for limited periods of time Frequent bending, stooping, twisting, reaching, grasping Light lifting – up to 25 pounds Frequent carrying – up to 25 pounds Manual dexterity to use office equipment Repetitive movement of fingers and hands for keyboarding
Sensory Abilities	Visual acuity to read correspondence, computer screen Auditory acuity to be able to use telephone and greet visitors and employees Ability to speak clearly and distinctly
Work Environment	Inside year round – office setting The noise level in the work environment varies on a daily basis based on circumstances presented
Temperament	Ability to work as a member of a team Must be cooperative, congenial and service-oriented Ability to work in a multi-tasking environment with frequent interruptions
Cognitive Ability	Ability to follow written and verbal directions Ability to complete assigned tasks with minimal supervision Ability to read and write Ability to work independently and make work-related decisions Ability to exercise good judgment in prioritizing tasks Ability to communicate effectively
Specific Skills	Ability to operate office equipment Ability to use computer technology efficiently and effectively Must possess proficient data entry skills Must possess proficient math and accounting skills
Comments	Position holder must have a friendly, helpful personality and focus their time and energy on the goal of supporting children and customizing learning

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are currently being performed and additional duties may be assigned.

TERMS OF EMPLOYMENT:

Twelve month Full-Time Confidential Payroll/Accounting Clerk (three month probationary period).

Salary, work schedule and other conditions of employment in accordance with the policies of the Riverview School District (8 hour position which includes a one half hour unpaid lunch, 242 day work year)

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of Riverview School District.

Riverview School District is an Equal Opportunity Employer.

I have read and understand the requirements, duties, and responsibilities for this position.

Employee's Signature _____ ***Date*** _____

Supervisor's Signature _____ ***Date*** _____