

Green Mountain School District No. 103

13105 NE Grinnell Road, Woodland WA 98674

360-225-7366

POSITION ANNOUNCEMENT FOR:

District Fiscal Specialist

Job Function: The district fiscal specialist position coordinates critical administrative and fiscal functions of the school and the district. This role oversees the overall coordination of office functions, procedures, and systems; responsible for maintaining efficient filing and record-keeping systems to support the overall function of the school and the district. This is a key position that impacts all areas of the school program and requires an employee with diverse skills, knowledge, and aptitudes. The specialist exercises considerable independent professional judgement to conduct office and district functions under the general guidance of the superintendent and principal as well as written district policies and procedures.

District/School Functions:

- Plans bus routes, orders fuel when needed. Keeps bus driver's compliance up to date.
- Performs coordination of office functions, procedures, and systems; responsible for maintaining efficient filing and record-keeping systems to support the overall function of the school and the district.
- Serve as District Notary Public.
- Serve as District Data Coordinator, including EDS, Qmlativ, and EGMS access manager.
- Serve as superintendent and principal's confidential secretary to the extent desired; manages confidential information with appropriate discretion.
- Serve as the district public records officer, responds to public records requests on behalf of and under superintendent guidance.
- Serve as district records retention officer.
- Coordinate and run semi-annual surplus sale.
- Maintain and update all mandatory state & federal workplace posters.
- Assist principal with scheduling substitute staff.

Human Resources & Payroll

- Perform Human Resources functions, including processing hiring of employees, creating, and maintaining personnel files, background checks, fingerprinting, processing hire/retire/resignation of employees in Qmlativ system.
- Ensure employee certification requirements are current (teacher certifications up to date, bus driver compliance - medical physicals/driver license renewals/drug testing, etc.)
- Clock hour tracking and update certificated staff wages based on movement on the approved pay scale.
- Track and document annual employee training.
- Serve as District Employee Benefits Officer. Enroll and withdraw employees in SEBB & VEBA.
- Annual personnel budgets and contract development.

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- Annual insurance rate assignment: The District shall be responsible for ensuring benefit rates have been appropriately assigned in the payroll system and are changed when applicable (i.e., employee elects change in coverage).
- Determine retirement eligibility. Assists employees with WA PFML, LTD, PFML when planning leave. Track part time staff hours for SEBB eligibility.
- Process annual Reasonable Assurance Letters to substitutes and classified staff.
- Update annual Teacher contracts. Assists with Administrator contracts. Processes classified hourly wage and projected earnings letters.
- Update and publish annual classified and certificated wage scales.
- Report SB 1500 Report to WEA monthly.
- Process P223 monthly.
- Serve as primary contact between the district and State auditor. Participate in fiscal audits.

Payroll Assistant:

- Annually, processes new contract pay for employees in the HR/Payroll module in Qmlativ.
- Provide termination paperwork for payroll processing, including computation of final contract pay out and be responsible for review and signoff on the final computation.
- Ensure timesheets & absence reports are submitted to ESD112 by established monthly deadlines.
- Review and approve preliminary payroll run *Payroll Verification Report*:
 - a. Proper base pay & hours appear reasonable;
 - b. Proper supplemental or overtime;
 - c. Leave without pay or Leave of Absence reporting;
 - d. Cash outs (vacation / sick leave);
 - e. Account codes;
 - f. Mandatory deductions are properly attached to the pay record;
 - g. Overall reasonableness of payroll totals (historical pay trends).
- Address employee questions on monthly processing of paychecks.

Reporting Time / Time Sheets

- Timesheet workbooks/forms are set up for employees annually.
- Employees are trained in completion of worksheets/forms: How to properly & fully complete timesheets; how to save monthly workbooks (if Excel); How to report variances from work calendar; how to report leave; how to report work in multiple accounts or assignments; supplemental contracts.
- Employees complete a single electronic timesheet each month; Staff completes absence forms. Review timesheets & absence forms for completeness, accuracy, and reasonableness; signs & dates. Attention to “leave w/o pay” and matching substitutes to absence forms.

Benefits Management

- Provide employees with all benefit forms. Provide employees with information about benefit programs and selection options.
- Manage employee registrations for benefits.
- Enroll and withdraw employees in SEBB & VEBA.
- Manage annual enrollment, field employee questions. Manage enrollment changes during the year for new hires and terminations.
- Maintain relationship with benefit vendors for changes to benefit registrations, reporting requirements, etc.

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- Distribute periodic benefit notices to employees (i.e., DRS updates, 403(b) updates, insurance renewal updates).
- Establish consistent, written procedure for collection of summer benefits for hourly staff; notify ESD112 regarding staff to set up for summer benefits.
- SEBB/COBRA benefits management & reconciliation including communications to staff on eligibility & registration.
- Obtain, validate & maintain all paperwork necessary for employment in the district personnel files and send copies to ESD112: I-9 validation; Retirement system forms; W-4 withholding; Direct deposit forms; Insurance & Benefit Election Forms; Degrees / credits.
- Ensure Payroll Profile set up is complete for each staff member and work with ESD 112 to input data into Qmlativ system.
- Orient new employees on annual pay contracts, benefit selection, payroll reporting procedures.
- Report or enter monthly adjustments to Qmlativ personnel profiles: pay changes, benefit changes, worker's comp, etc. Changes must be supported by authorizations in compliance with District policies and agreements.
- Assist ESD 112 with Annual Employee contracts & FTE updated during July and August; enter to HR system profile.
- Ensure W-2, and annual cashout letters are given to employees in a timely manner.

Main contact with ESD 112 regarding human resources, payroll processing & benefit management:

- Personnel file maintenance / changes, including new hires and terminations; Benefits management & communications; changes to vendors; Timesheet review and delivery; Monthly payroll processing validation.
- Annual payroll processing calendars shall be established and changes to processing calendar must be communicated to ESD Payroll within thirty (30) days in advance (i.e., change in Board meeting date).
- Communicate changes to employee profiles to ESD112 by established monthly deadlines.
- Send employees signed cashout letters to ESD 112 to process.
- Communication between the District and ESD112 to document changes to monthly records in an auditable trail (email, scans).
- Primary contact with ESD business manager, superintendent, and principal on payroll matters.

Accounts Receivable/Payable functions

- Responsible for all district accounts payable functions, district purchase orders, etc. Process Capital Projects, Transportation, and General Fund account payable. Processes quarterly tax payments and annual 1099s. Enter account payable information into the Qmlativ system, codes purchases, print warrants, etc.
- Assist Business Manager with annual budget preparation.
- Invoice PTSO, ESD, and other vendors, as necessary.
- Process and verify payable charges to correct grants in Qmlativ system.
- Process and track contracts with vendors (ESD 112, etc.)
- Track donated funds to the district.
- Order teacher classroom supplies for new year.
- Track teacher annual supply accounts and sends balances to teachers periodically.
- Accurately track funds and expenses for field trips and other events.

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- Cash handling and accounting, receipt account receivable, prepare and physically make bank deposits.
- Coordinate with adjoining districts the non-high student rosters and processes payments.
- Maintain Food Service account balances (students/staff), receipt of monies paid, process donations to student meal accounts, reimburse balances to parents/staff, invoice for balances owed.
- Issue warrant reports to the County Treasurer and bank.
- Primary contact with ESD business manager on A/P matters.
- Other duties as assigned.

Other

- Processes food service Free/Reduced applications and Direct Certifications out of the EDS system and upload them into student data system. Participate in food service training and Federal audits.

QUALIFICATIONS:

- High School Diploma/GED. Associate's degree or equivalent college or business college education preferred.
- Three years of experience as a secretary, administrative assistant, or executive assistant desirable.
- Knowledge of school operations, practices, and procedures is desirable.
- Documented experience or training in accounting practices, payroll practices, and/or accounts payable.
- School Business accounting, payroll, human resources, and accounts receivable/accounts payable experience desired.
- Efficient typing/keyboarding skills with accuracy
- Ability to operate office equipment.
- Experienced with all Microsoft Office products.
- Demonstrated ability to communicate effectively, using proper grammar, spelling and punctuation both verbally and in writing.
- Detailed orientated, dependable, tactful, and confidential.
- Self-motivated, work well under pressure and can work with constant interruptions in a positive manner.
- Ability to establish and maintain positive relationships with others as part of a team.

Work Calendar and Compensation:

This is a full-time classified non-represented position (8 hours per day), with benefits including retirement, medical, dental, and vision insurance. The hourly wage will be dependent on education and experience. The anticipated wage range is \$27.68 - \$39.06 per hour after 60 provisional days. Position is 260 days a year with paid holidays and vacation per district policy.

This position is open until filled. Applications will be reviewed as they are received and will continue to be accepted until a candidate is selected for the position.

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