

Region IX Education Cooperative

BUSINESS OFFICE ASSISTANT/PAYROLL Job Description

POSITION TITLE: Business Office Assistant/Payroll
Reports To: Business Manager
Work Day: Minimum 7.5 hours daily
Contract Days: 192
Classification: Exempt

ESSENTIAL FUNCTIONS

1. Represents REC IX and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC IX programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC IX attendance policy is required. Attendance at mandatory REC IX or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC IX or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintains an atmosphere that protects the privacy of confidential information pertaining to payroll and personnel records is required.
10. Understanding and compliance with the RECIX employee policy manual, technology policy, and R9 tracking system are required.
11. Demonstrates ability to meet deadlines.

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REC IX does not discriminate on the basis of race, color, national origin, religion, age, marital status or handicap/disability in employment practices or the provision of services.

12. Maintains file and retrieval methods for information regarding Business Office documents.
13. Will execute payroll procedures and implementation of the balancing processes which entail monthly quarterly, EOY report and submission to NM ERB, NM Retiree Health, IRS, NM CRS, ERB, ERISA< 941, Workers Compensation, Unemployment and W2s.
14. Assists Financial Manager for the purpose of providing support, documentation and responding to questions regarding payroll.
15. Provides training and information to staff and/or outside parties regarding procedural requirements pertaining to payroll, timekeeping and associated transactions.
16. Performs pre-audits of payroll for the purpose of ensuring accuracy and appropriateness prior to payment in compliance with agency and state and federal rules, guidelines and statutes.
17. Processes payroll information for the purpose of updating, distributing, authorizing for action and/or complying with established accounting practices.
18. Verifies that payroll and the issuance of checks from all funds are in accordance with the appropriate functions and processes.
19. Works with the Financial Manager in researching/resolving discrepancies of payroll information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
20. Responds to inquiries of staff and administration regarding payroll procedures for the purpose of providing information, direction and/or referral for addressing inquiry.
21. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS

High School diploma or equivalent. Two years successful work experience in accounting/bookkeeping principles and office equipment/software. Experience in the Vision Accounting Systems is preferred. Must demonstrate accuracy and timeliness in completion of fiscal duties. Strong interpersonal skills and must be willing to perform assigned tasks and responsibilities. Computer expertise in the areas of word processing, database management, and spreadsheet production. Other qualifications determined necessary by Executive Director and Business Manager.

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PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

Ability to work under minimal supervision. Must exercise initiative & judgment in performing job. Ability to understand oral and written instructions. Must be attentive to detail and maintain confidentiality. Exhibit writing ability appropriate for accounting practices, communication, reports, and budgets. Demonstrate verbal communications to describe, explain, detail, and ask questions. Possess motor ability to coordinate eyes, hands, and fingers, in the operation of office equipment. Visual ability to see and read reports, documents, and records. Auditory abilities capable of performing phone communication and interaction with other individuals.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for Business Office Assistant/Payroll.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____