

School District of Waupaca
Human Resource Liaison/Accountant
Job Description

QUALIFICATIONS:

- 1) High School Diploma, Associate and or Bachelor's degree in related area of concern
- 2) Coursework and/or experience with current technological practices
- 3) Demonstrated aptitude or competence for assigned responsibilities
- 4) Good communication skills
- 5) Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Business Manager

GENERAL RESPONSIBILITIES:

To contribute to the efficient operation of the central office so that it can play its effective part in the education process. To assist the District Administrator, Business Manager, Director of Instruction and Board in their efforts to serve the district and cross train to the others support positions of the central office.

ESSENTIAL FUNCTIONS:

- 1) Administrative assistant to the District Administrator, Business Manager and Board
- 2) Give public notice of all meetings of the Board of Education
- 3) Write and keep minutes of all meetings of the Board of Education
- 4) Assist in the preparation of the Board agenda
- 5) Publish all legal notices
- 6) Maintain all Board files
- 7) Maintain all Personnel files
- 8) Schedule and post all Board and Committee meetings
- 9) Generate and upload all documentation on the school website for all Board meeting
- 10) Act as Deputy Clerk for election purposes for school board elections
- 11) Type a variety of materials – including confidential items and maintain file of all correspondence.
- 12) Place all teacher and administrative vacancies on WECAN

- 13) Maintain the “employment opportunities” section of the school website with regard to any job openings.
- 14) Accept all employment applications for all positions and maintain a master file
- 15) Maintain district policy manual and policies on district website up-to-date.
- 16) Maintain district position descriptions and keep district website up-to-date.
- 17) Maintain and keep Board information up-to-date on district website.
- 18) Maintain and keep up-to-date the district forms available on the school website.
- 19) Maintain Business Services website as needed
- 20) Receives and routes incoming calls
- 21) Answers questions of callers according to policy, takes messages and pages personnel
- 22) Asst. Director of Instruction with in-service programs
- 23) Facilitates all aspects of open enrollment
- 24) Processes and inputs annual DPI staffing report (1202) (WISESTAFF)
- 25) Files and maintains the quarterly and annual Medicaid financial reports
- 26) Process all new employees
- 27) Offer and explain benefits to each employee
- 28) Generate and maintain all employment contracts and handbooks.
- 29) Process all substitute employees
- 30) Maintain and issue security for all staff to the district purchasing system and district employee access system (ERMA)
- 31) Assist Business Manager with budget development manual
- 32) Input district budget into district accounting program
- 33) Maintain, receipt and input all district revenues.
- 34) Reconcile general fund and payroll checks to the bank on a monthly basis.
- 35) Maintain and assure monthly cash reconciliation in accordance with Auditors expectations
- 36) Approve and review all purchase orders

- 37) Gather information for auditors and act as district contact for all auditor needs.
- 38) Add vendors to the system when Accts. Payable is unavailable.
- 39) Maintain all payroll records for deductions
- 40) Prepare tax forms and reports for accounting matters (W2, 1099, 1094, 1095 etc.)
- 41) Process all retirees for their retirement benefits.
- 42) Make daily bank deposits for district and lunch program
- 43) Assist in daily distribution of district incoming and outgoing mail.
- 44) Conduct confidential criminal record checks on all employees and all volunteers
- 45) Maintain confidentiality and loyalty to employer
- 46) District Office Receptionist
- 47) Central Coordinator for district facility usage
- 48) Notary

OTHER FUNCTIONS:

- 49) Perform other responsibilities as assigned by the Board, District Administrator, Director of Instruction or Business Manager
- 50) Cross train to both payroll and accounts payable.
- 51) Makes all inter-district delivery of payroll & other special items if necessary.
- 52) Promote a positive image of the District at all times.

Adopted: 12/13/16

Revised:

