

4118.3K JD

**LONG HILL TOWNSHIP PUBLIC SCHOOLS  
FINANCIAL SUPERVISOR JOB DESCRIPTION**

**TITLE:** Financial Supervisor

**QUALIFICATIONS:**

- College degree required;
- Minimum five years' experience in all aspects of accounts payable, accounts receivable, computerized payroll preparation and processing;
- Demonstrated exceptional accuracy with figures, record keeping and report completion;
- Strong preference for prior experience in a public school district;
- Knowledge of CDK Systems' Accounting and Personnel programs a plus.

**REPORTS TO:** School Business Administrator

**JOB GOAL:**

Manage the major responsibilities of the Business Office, including but not limited to:

- Required financial reporting and other data submissions;
- Accounts Payable for all general fund and capital budget expenses;
- Payroll functions including:
  - Interacting with R&L Data for each payroll submission;
  - Updating all district employee information in the CDK Personnel program;
  - Transferring funds as necessary to and from Payroll and Trust & Agency accounts

**PERFORMANCE RESPONSIBILITIES:**

**Accounts Payable**

1. Processes all purchase orders, including verification of sufficient funds in the budget account and appropriate authorization for encumbering those funds;
2. Coordinates the entry and verification of annual encumbrances;
3. Prepares purchase order approval lists, bills payable, and invoices along with necessary documentation, for presentation to the Board's Finance Committee;

4. Processes and disburses all vendor payments based on approved purchase orders and properly completed invoice documents;
5. Enters data for purchase orders, vendor payments, and other accounts payable/receivable tasks;
6. Generates and distributes/mails checks for payments;
7. Reconciles all invoices received from vendors with accounting copy of purchase order;
8. Prepares letters to vendors regarding billing discrepancies;
9. Handles vendor inquiries regarding payments;
10. Responds to questions from district personnel relative to status of orders;
11. Maintains and distributes, at least annually, updated vendor lists;
12. Prepares district financial reports as deemed necessary by the School Business Administrator/Board Secretary.

#### Payroll/Personnel Administration

1. Supervises all payroll operations including calculation of gross pay, net pay, and deductions based on time sheets, overtime reports and contractual agreements;
2. Prepares and maintains files of employee contracts as per the negotiated agreements;
3. Enters all payroll data and executes all necessary procedures for the completion of the twice-monthly payroll;
4. Crosschecks all computer generated payroll reports for accuracy of input and reconciles all totals to source documents including contracts and payroll service reports;
5. Distributes paychecks in a timely, systematic manner;
6. Prepares and files all monthly, quarterly and yearly reports as stipulated by law, deductions for Social Security, Federal and State Income Tax, association dues, tax sheltered annuities, pension plans, required contributions for health benefits, and other deductions as required;

7. Prepares W-2's and distributes to employees and remits IRS data in a timely manner;
8. Prepare payroll informational memos as are appropriate for distribution to employees;
9. Maintains and updates individual employee master personnel files, including: name, address, social security number, tax information, salaries, occupation, deductions, job location and contracts;
10. Reconciles Board employment motions with payroll master records;
11. Assists Business Administrator in budget preparation by reconciliation of positions budgeted, staff employed, and salaries to be paid;
12. Maintains confidentiality of records under his/her jurisdiction.

#### Agency Account Administration

1. Maintains and disburses funds from payroll and agency accounts;
2. Prepares monthly bank reconciliations.

#### Health Benefits Administration

Assists the Business Administrator with:

1. Tracking staff contributions to medical premiums and making quarterly transfer of funds from agency to the general fund;
2. Monitoring annual encumbrances for health benefits;
3. Handling all enrollments, changes and updates to employees' membership in the health benefits program;
4. Communicating all health benefit program changes, in concert with the Business Administrator, to employees as necessary.

Pension Plan Administration

Prepares and processes:

1. All enrollments and changes to all pension plans;
2. Monthly pension payments;
3. Quarterly reconciliation of contributions;
4. "Certification of Final Salary" for retiring employees.

Miscellaneous

1. Performs supervisory functions in the absence of the School Business Administrator/Board Secretary;
2. Performs such other duties and activities within the purview of the Business Office as may be assigned by the School Business Administrator/Board Secretary and his/her designee;
3. Performs such duties as, but not limited to, creating memos and other required correspondence, filing and general record keeping.

**TERMS OF EMPLOYMENT:**

Twelve month position – contract terms and salary to be determined by the Superintendent of Schools and the Long Hill Township Board of Education.

**EVALUATION:**

The annual job performance evaluation will be based on this job description, any applicable state regulations, and/or Board of Education policies. This position will be evaluated by the School Business Administrator/Board Secretary by May 1 of each year.

**Reviewed and readopted: April 24, 2017**  
**Reviewed and readopted: June 25, 2012**  
**Adopted: August 19, 2002**