



NOTICE OF VACANCY

Sheffield City Schools

Possible PAYROLL/INSURANCE CLERK AND CHILD NUTRITION PROGRAM (CNP) BOOKKEEPER FTE-1.00, Central Office

Category: Classified/Support

Contract Period: 12-month contract (236 days) 2023-2024 school year

Qualifications: Bachelor's degree in accounting preferred

Salary Schedule: Salary will be paid based on the Board approved salary schedule for payroll/insurance clerk and CNP Bookkeeper

Deadline: Open until filled

Posted: February 27, 2024

Other Information: SEE ATTACHED JOB DESCRIPTION

This position is posted with SearchSoft. ALL applications MUST be submitted through Teach in Alabama with ALSDE.

General Information for Applicants

1. Applications must be completed online with SearchSoft – (TEACH in ALABAMA) with ALSDE.
2. Applicants are subject to criminal and other background checks.
3. Depending on possible changes in enrollment, personnel transfers, or other factors, the position to be filled may be different from the indicated vacancy.
4. **Nondiscrimination Statement:** The Sheffield City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies, Carlos Nelson, Deputy Superintendent or Julie Box, Special Education and 504 Coordinator, 300 West Sixth Street, Sheffield, AL 35660, 256-383-0400.

DECLARACIÓN DE NO DISCRIMINACIÓN: El sistema escolar de la ciudad de Sheffield no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad, o edad en sus programas y actividades, y ofrece igualdad de acceso a los Boy Scouts y otros grupos de jóvenes designados. Las siguientes personas han sido designados para recibir consultas sobre las políticas de no discriminación: Educación Especial y Coordinador de 504, 300 W. Sixth Street Sheffield, AL 35660 256-383-0400; Coordinador de Programas Federales, 300 W. Sixth Street Sheffield, AL 35660 256-383-0400.

Sheffield City Schools
Job Description –Payroll/Insurance Clerk and Child Nutrition Program (CNP) Bookkeeper

POSITION TITLE: Payroll/Insurance Clerk and CNP Bookkeeper

QUALIFICATIONS: Bachelor's degree in accounting preferred

REPORTS TO: Chief School Finance Officer

JOB GOAL: To perform the job successfully, ensure the accuracy of payroll, maintain accurate sick leave, vacation, and personal leave balances for all employees. Also, maintain the accuracy of group health insurance and provide latest update of changes for all employees.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Process payroll for all employees paid by the school system including substitute workers
2. Maintains employee files involving tax deductions, name and address changes, direct deposits, credit unions, garnishments, life insurance, tax shelters, and inputs salary changes as directed
3. Assists in maintaining payroll master files
4. Assists in computing all salaries for employees who have full or part-time contracts
5. Enrolls employees into Teacher Retirement System, and insurance plans; coordinates the systemwide insurance open enrollment process; makes changes designated by employees during open enrollment and throughout the fiscal year; and process forms to send to designated state offices and agencies.
6. Submit payments to insurance vendors and credit unions on a monthly basis
7. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel
8. Serves on school system committees, tasks forces, and representatives groups as required
9. Prepares tax deposits and reports monthly, quarterly, and annually (Form 941, W-2, etc.)
10. Works with the Chief School Finance Officer (CSFO) to ensure compliance with FMLA, COBRA, HIPPA, IRS Section 125, and other federal regulations related to payroll and benefits
11. Bill local schools and other agencies for payroll items to be paid from local or other funds
12. Prepares accounts payable for CNP including purchase orders, balancing open invoices, adding new vendors, etc.
13. Receipting monies for Central Office deposits
14. Performs other job-related duties as directed by the CSFO

TERMS OF EMPLOYMENT: 12-month contract. Salary will be determined by the Central Office Secretary/Payroll Clerk Salary Schedule based on years of experience.

EVALUATION: Performance of the job will be evaluated in accordance with the Board policy on evaluation of non-certified personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.

Board approved 9/23/2019