

COLLEGE PLACE PUBLIC SCHOOLS

1755 S. College Ave.
College Place, WA 99324
(509) 525-4827

Position: Fiscal Assistant

Responsible to: Business Manager

Terms: The terms of employment shall be at the discretion of the superintendent. The position is represented by Educational Service Employees of College Place Collective Bargaining Agreement (ESE of CP CBA). This position is classified as full-time.

Required knowledge and skills:

- High school diploma or its equivalent (GED);
- Knowledge and experience with technology, accounting and payroll procedures;

Demonstration of required abilities:

- Capable of lifting ~ 40lbs ~ 5% of the time, ~ 10% of the work day standing, reaching, bending, stooping, walking and ~ 85% of the time working from a sitting position;
- Work efficiently, effectively and timely;
- Produce work that is accurate, neat and thorough;
- Be reliable, trustworthy and require minimal supervision;
- Interact and communicate with others in a respectful, courteous and cooperative manner;
- Maintain adaptability by being positive, versatile and flexible;
- Support school rules and District policies and procedures.

Job Purpose: Focusing on kids and their learning by assisting the Business Manager in fiscal related matters.

Essential Job Results:

1. Maintain the processing of a monthly payroll by:
 - a. Tracking sick and vacation leave records for all employees.
 - b. Processing absence forms, timesheets and supplemental pay forms.
 - c. Enrolling new employees into District insurance programs and processing changes for current employees.
 - d. Completing all payroll invoices such as but not limited to: insurance billings, annuity invoices, retirement transmittals, federal and state taxes all per applicable due dates.
 - e. Entering calendars and contracts.
 - f. Maintaining time and effort reporting for federal programs.
 - g. Maintaining Department of Retirement System's reporting.
 - h. Resolving payroll discrepancies by collecting, analyzing and processing information.
 - i. Complying with State and Federal requirements.

Vision: Focus on kids and their learning

Mission: Prepare kids for their future beyond College Place Public Schools

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2. Maintain the processing of the accounts receivable system by:
 - a. Maintaining accurate records of monies owed the District;
 - b. Processing invoices on a weekly basis and send to vendors for payment;
 - c. Communicating with the Business Manager when invoices are past due.
3. Contribute to the processes of the encumbrances system by randomly verifying accuracy of payroll encumbrances;
4. Maintain cash handling procedures by:
 - a. Counting and receipting money immediately as it arrives to the administration office;
 - b. Making deposits to the bank as required;
 - c. Transferring money from the District's account to the County Treasurer's account on a schedule as determined by the Business Manager.
5. Support District Office results by maintaining a basic knowledge of responsibilities of other positions within the District Office to maintain services should key personnel be unavailable.
6. Serve individuals by answering questions, scheduling appointments, and facilitating needs of District patrons and administrators.
7. Maintains financial security by following internal accounting controls.
8. Acknowledges the importance of safety by maintaining a safe and orderly working environment and following safe work practices.
9. Protect the District by keeping information confidential.
10. Maintain technical knowledge by attending educational trainings.
11. Contribute to team efforts by accomplishing related results as needed or requested by District Administration.

*** ~ denotes approximation

Employee's Signature

Date Received

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