



Payroll Clerk

- Adding/terminating Employees
- Correcting bi-weekly payroll errors (part of reconciliation process)
- Verification and submission of:
 - bi-weekly federal taxes
 - bi-weekly state taxes
 - bi-weekly 403b deductions
 - bi-weekly Ersri deductions/contributions
- Printing of bi-weekly checks/direct deposit advice
- Quarterly tax reconciliation and reporting
- Year end (W-2) reconciliation and reporting (includes ACA entries and 1095 reporting)
- Maintenance of tax tables
- Setting up new salary/deductions codes as needed
- Splitting payrolls that cross fiscal years

Payables Clerk

- Create purchase orders
- Monitor PO's for:
 - overages
 - completion
 - preparation for payment(s)
- Direct disbursement payments
- Payments to vendors
- Liasion to vendors
- Vendor files
- 1099 filing and monitoring
- Process vendor checks from payroll (union dues, garnishments, etc)

Director of Administration

- Audit preparation and work
- Accruals, year end entries
- Journal entries
- Bond monitoring /reporting, Housing Aid reporting
- Construction reconciliations
- Fixed Asset additions/deletions/depreciation
- Major contracts (transportation, food service, etc.)

Senior Accountant

- RIPAY entries
- Cash flow analysis as needed to ensure proper funding
- Add new UCOA accounts
- Add new Fund Accounts
- Maintain Munis/UCOA crosswalk
- Accounts receivable deposits and reconciliations
- Compiling retro payroll after CBAs are settled
- Workers comp audit compilation and reporting
- Payroll and general fund monthly bank reconciliations

Human Resource Manager

- Adding/terminating employees
- Updating medical/dental coshares for new year
- Adminstration of all collective bargaining agreements

Human Resources/Operations Clerk

- Day to day transportation issues
- Day to day benefits/employee adds/moves/changes
- Other duties as required by human resource manager