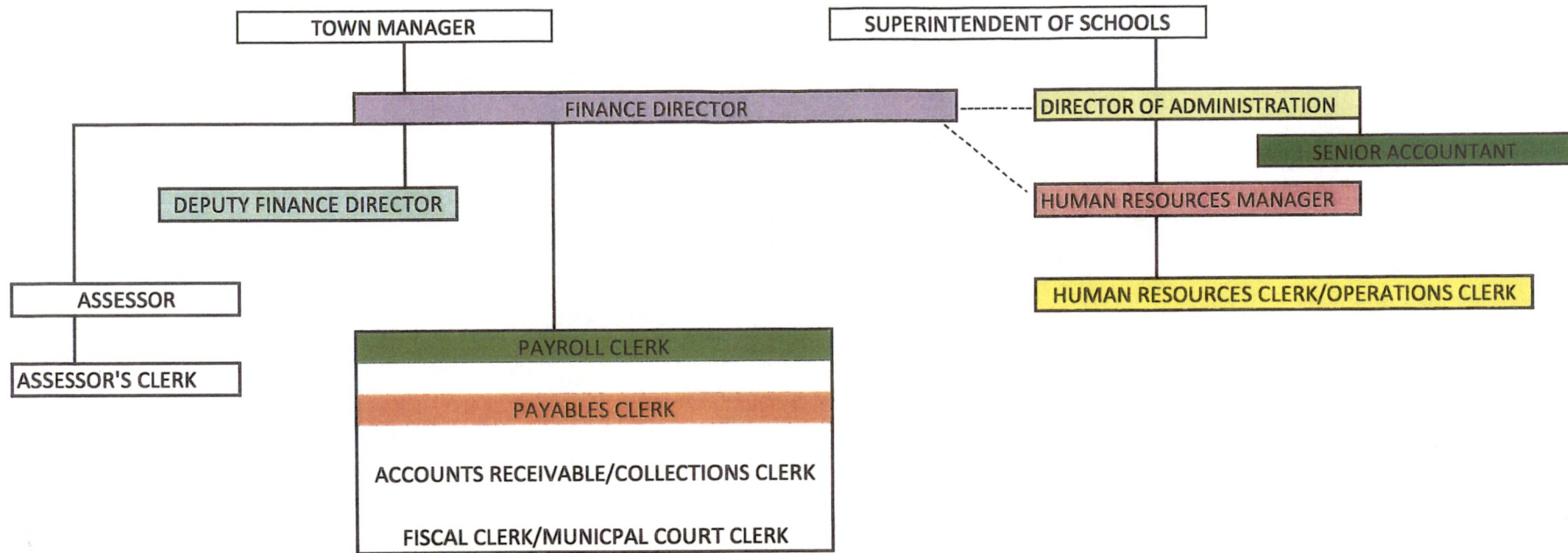


Reference A1 ✓



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
 Liaison 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 costshares for new year
 Administration 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