

Help Wanted

The Reynolds School District is accepting applications for a Confidential Administrative Assistant/Payroll Retirement Analyst to the Business Manager.

Qualifications: Must have an associate's degree, or other formal training and job experience.

Experience with Excel and Word; have excellent communication skills; ability to work independently and with others and have demonstrated an excellent attendance record.

Job responsibilities include accounts payable, purchasing, accounts receivable, general fund accounting, labor relations, budget processes, personnel matters, processing payroll and all quarterly and annual reporting related to retirement as required to PSER's and other 403(b).

This is a twelve-month position with benefits.

Please see our district website for more information under current job opportunities at: <https://www.reynolds.k12.pa.us> **Deadline: January 27, 2025, at 3:00 p.m.**

Send letter of interest, resume and reference list addressed to:
Raymond Omer, Superintendent
Reynolds School District
Central Administrative Offices
531 Reynolds Rd.
Greenville, PA 16125

Confidential Administrative Assistant/Payroll/Retirement Analyst to the Business Administrator.

This individual is responsible for performing a variety of payroll, accounting and financial reporting activities including processing, recording, updating, and reconciling payroll and fiscal information to ensure accurate and timely reporting for district, state and federal filings and assisting in other functions as necessary. Experience in public school accounting along with the finance and operations of a Pennsylvania public school district is preferred.

Minimum Qualifications:

- Must have an Associate's Degree or other formal training and job experience
- Experience working with payroll systems, tax regulations and accounting operations including PSERS state retirement system
- Knowledge of financial reporting and public accounting
- Skills Test Required

Essentials Functions:

- Implements, maintains and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes and other deductions.
- Prepare quarterly year end W-2's and other tax forms and reports, including state retirement and FICA reimbursement reports.
- Process employment/wage verification requests, unemployment compensation forms, FMLA and reports.
- Maintain PSERS state retirement system information.
- Coordinates the external audit, preparation of annual financial statements and audit report of the District
- Assists in developing budget projections for current year revenues and expenditures;
- Maintain accuracy of all general ledger and payroll records and reports. Prepares all applicable month-end close journal entries, including salary accrual, recurring journal entries, indirect cost calculations, allocations, and accruals of other expenditures; monitor for reversals.
- Supports the Business Manager by performing the month-end process, including balance sheet account reconciliations.
- Performs district accounting functions including account transfers, year-end accruals, cash management, taxes, investments, student accounts, and payroll.
- Prepares Annual Total Compensation Letters
- Performs district accounting functions including account transfers, year-end accruals, cash management, taxes, investments, student accounts, and payroll.
- Prepares Federal income tax withholding, social security and medicare reports
- Prepares UC and Local Tax Reports
- Administers, schedules and processes all employer tax liability payments as well as employee 403(b) contributions to benefit providers
- Provides guidance on retirement options for all employees including transitions or rollovers from/to accounts of others, PSERs service time, and planning for near-term retirements
- Manages and tracks benefit days for all employees
- Manages Workers' Comp Claims

Reports To: Business Manager

Benefits:

Benefits under the Act 93 Plan include Personal, Sick, Vacation Days, Holidays, and PSERs Retirement.