

JOB DESCRIPTION: Board Clerk

Under the direction of the principal, responsible for all aspects of payroll and cafeteria; other related duties as assigned.

ESSENTIAL FUNCTIONS:

Meet and interact with public with tact, discretion, and courtesy
Work cooperatively with staff members
Maintain confidentiality of all information, exemplify high standards of ethical conduct
Proficient computer skills
Proficient accounting skills with attention to detail and accuracy

RESPONSIBILITIES AND DUTIES:

Bi-weekly payroll for school employees
Knowledge of Quickbooks
All aspects of payroll including: running payroll, deductions, direct deposit, signing checks and distribution of payroll, deposit of Federal and State withholding taxes in a timely fashion
Updating and completing all state and federal reports: Federal and CT 941 Tax Reports, W-2's, 1099 tax forms, TRB (Teacher Retirement Board) forms, and any other report required
Enroll, update, and inform employees of health and life insurance information
Maintain employee records, payroll information, and all other related documents
Maintain staff and students records and all other related documents in storage; dispose of records, according to State regulations, on a regular basis
Any other reports or matters requested by the Principal or Sharon Board of Education

CAFETERIA:

Accounts payable for cafeteria; deposit and record money received for student meals and from Federal Reimbursement
Bi-weekly payroll for cafeteria employees
All State reports for cafeteria which include monthly claim reports
Manage all administrative and financial aspects of the cafeteria program. Also all aspects of the National School Lunch and Breakfast Program, including: Free and Reduced Price Applications, review and determination, annual verification report, communication with parents, billing as necessary
Any other matters requested by Principal or Sharon Board of Education

BOARD OF EDUCATION - RESPONSIBILITIES AND DUTIES:

Post meeting dates and times
Prepare and post all agendas and minutes in a timely manner
Take and maintain Board of Education minutes
Maintain the Board policy books
Communicate with the Principal, Board Members, and Town Officials
Assume other responsibilities as requested by the Principal or Board of Education chair

January 10, 2019