

Thomas Jefferson Classical Academy

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

Job Title: School Finance/Payroll Officer

Reports To: High School Principal

Nature of Work:

This position provides full spectrum administrative support in the school including matters of a confidential nature. The employee is responsible for managing the fiscal affairs of the school and the administration and preparation of employee payroll records. General direction is provided and the work is evaluated through accomplishments and the reports of official audits. Direct supervision is exercised over the staff involved in the business affairs of the school.

Illustrative Examples of Work:

- Establish and maintain an accounting system to detail assets, liabilities, equities, obligations, expenditures, and current and projected revenues.
- Receipt and oversee the deposit of all money accruing to the school.
- Allocate funds to programs with conditions governing their use.
- Process liability and worker's compensation insurance for employees.
- Prepare, verify and enter data for monthly, semi-monthly and special payroll payments.
- Compute proper payment according to employees' status.
- Maintain employee payroll records.
- Maintain accounting of employee sick and personal leave balances.
- Answer employees' and/or staff inquiries pertaining to payroll calculation, checks, payroll policies and procedures, and related matters.
- Verify, distribute, and answer inquiries regarding employee W2 forms.
- Keep accurate financial records and reports.
- Research, create, input, format, organize and edit relevant data as needed or requested and prepare in a usable format for principal or board.

Knowledge, Skills and Abilities:

- Thorough knowledge of bookkeeping practices and methods and generally accepted accounting principles.
- Considerable knowledge of Federal, State, and local laws and school policies and procedures governing payroll administration.
- Ability to follow established policies and procedures.
- Ability to meet deadlines and work under pressure.
- Ability to communicate effectively in oral and written form.
- Ability to exercise independent judgement, discretion, and confidentiality in handling confidential personnel records.

Suggested Education and Experience:

Baccalaureate degree from an accredited four-year college or university with a concentration in accounting, finance or business administration and three years of professional experience in business related field; or an equivalent combination of education or experience.

Salary:

- This is an exempt position.
- Exact salary TBD

Board policy requires any employee who is interested in changing their current job assignment to complete a new application and reapply for the new position available.

Please send all inquiries (application and resume) to:

Dianna Bridges
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