

**Business Office/Accounts Payable Manager
Tipton Community School Corporation**

Office Manager:

- Supervise Business Office and Business Office staff
- Assist Superintendent with special projects
- Update Job Description Handbook as needed
- Order/maintain supplies for Business Office and supplies provided by the corporation
- Work with Superintendent to create/build high level of Customer Service for all TCSC employees
- Coordinate with Administrative Assistant Employee Banquet
- Maintain Copier/Postage Meter/Supplies
- Other duties as assigned by Superintendent

Account Payable Duties:

- Processing of Purchase Orders/supply orders in Komputrol
- Process all end of month Payroll Claims. Post and write all checks and EFT payments for payroll. This includes medical insurance, dental insurance, vision insurance, life insurance, deduction payments as well as process tax and withholding payments.
- Process checks/electronic funds transfers throughout the month. Included in this are all monthly utility bills, Bond payments, bills that are due prior to the monthly Board meeting as directed by Treasurer/Business Manager
- Enter and process ALL Accounts Payable Claims. All claims must be entered and balanced prior to Board approval.
- After Board approval:
 - Process all payments (checks/EFT)
 - Maintain all Accounts Payable documentation/files
- Backup approver for Banking Transactions
- Update vendor information in Komputrol
 - Address/payment information/W9 forms

Personnel Duties:

- Compile and organize all attendance for Certified and Classified staff biweekly
- Enter attendance for all Certified staff biweekly in Komputrol.
- Assist with new hire paperwork/questions
- Process E-Verify for new employees
- Prepare contracts for Extra Curricular Positions
- Prepare all new hire paperwork for Coaches
- Assist employees with changes to personal information
- Prepare/Distribute Reasonable Assurance letters for Classified staff through Komptrol
- Background checks for new employees
- Background check (5 year) current employees

Workers Compensation:

- Work with School Nurse in sending employee's when needed to seek medical care
- Submit initial paperwork to WC
- Submit any bills or doctor notes to claims adjuster
- Work with claims adjuster to ensure timely return to work status
- Submit payroll information when requested to claim adjuster
- Keep all records for WC paperwork

Building Security:

- Manage Outdoor Facility Security keys/padlocks
- Manage Main Building Security keys/fobs

Safeschools (School Safety Videos):

- Monitor employee database (edit/add employee information/building)
- Schedule all yearly online required video training
- Work with Admin to be sure in compliance