



# The School District of the City of Erie

148 West 21<sup>st</sup> St. Erie, PA 16502  
Phone: 814/874-6000 Fax: 814/874-6049  
www.eriesd.org

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*Superintendent of Schools*

Mrs. Nancy Sadaly  
*Assistant Superintendent, Academics*

Mr. Roland Taylor  
*Assistant Superintendent, Finance & Operations*

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## POSTING FOR CURRENT EESSP EMPLOYEES ONLY ASSIGNMENT OPEN (1)

**LOCATION: FINANCIAL SECRETARY – ADMINISTRATION BUILDING**

### REQUIREMENTS:

1. Associate Degree with emphasis on business skills is required; however a Bachelors Degree is preferred.
2. Minimum 5 years experience in a business office with bookkeeping experience.
3. Demonstrated proficiency required in:
  - a. Bookkeeping functions up to trail balance
  - b. Calculator skills
  - c. Microsoft Word and Excel
  - d. Data Entry
  - e. Business Plus
4. Gross payroll and deductions through submissions of payments and Quarterly reports.
5. Mail Room and/or Receptionist duties as needed.

### SALARY:

<u>SY 2013-2014 Position Rates</u>	<u>Group II to Group I Employee</u>
Tier One A \$20.57/hour	Initial Rate \$ 15.92/hour
Tier One B \$20.24/hour	(SUBJECT TO STEP INCREMENTS PER CONTRACT)
Tier One C \$19.90/hour	
Group I (no tier) \$19.90/hour	

### REPORTS TO:

Business Administrator and Finance Supervisor

### POSITION RESPONSIBILITIES:

1. Daily and/or Weekly:
  - Operate PINACLE SYSTEM PNCBANK for previous day banking activities and Wire transfers, Book transfers, Gross payroll wire transfers, Insurance wire/book transfers, etc.
  - Open and distribute mail
  - Reconcile payroll deductions with reports and checks, record and file checks.
  - Prepare deposits for gross payroll and employee net payroll accounts

- Check and distribute all transfers initiated after processing
  - Call, receive, type and distribute investment (bid) sheets and the annual investment listing
  - Receive and post revenue to proper funds and accounts
  - Prepare deposits for self-insurances, issue payments as needed
  - Verify payment for contracted services – for inclusion on 1099 forms
  - Collect W-9 forms
  - Prepare 1099 forms
  - Mail Room duties as needed
  - Prepare various financial reports as needed using Business Plus
2. Monthly:
- Prepare budget reports, Revenue and Expense report for the Board Meeting
  - Balance bank statements
  - Prepare fixed charges for each fund, type and distribute
  - Type invoices
  - Secretary's Report
  - Post taxes
3. Quarterly and/or Annually:
- Prepare reports for Unemployment compensation, Form 941 (Federal Withholding, FICA & Medicare), PDE 339, 2105 (Retirement & FICA Reimbursement), State and Local reconciliation forms.
  - Individual mileage forms verification, some preparation
  - Assist in preparation of PDE 2057 (annual financial report)
  - Collect and reconcile student activity accounts

**TERMS OF EMPLOYMENT:** Twelve-Month Year

Testing will be administered to each applicant in the required computer programs including, but not limited to, a word processing test scoring 60 wpm with a maximum of three (3) errors, language usage skills, basic math, detail accuracy, alpha data entry, filing (alpha & numeric), Excel test and Bank statement reconciliation test.

Applicants for this position should apply in writing to the Human Resources Department, 148 West 21<sup>st</sup> Street, Erie PA 16502, no later than 3:30 p.m. **September 9, 2013.** Current bargaining unit personnel should provide Joyce Sral, EESSP President, with a copy of their letter of interest.

POST: 8:00 AM September 3, 2013

REMOVE: 3:30 PM September 9, 2013

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON RACE, SEX, HANDICAP OR BECAUSE A PERSON IS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VII OF THE CIVIL RIGHTS ACT, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. INQUIRIES MAY BE MADE BY CONTACTING THE ERIE SCHOOL DISTRICT, 148 WEST 21<sup>ST</sup> STREET, ERIE PA 16502, (814) 874-6080.