



Dr. Jay D. Badams
Superintendent of Schools

Bea Habursky
Assistant Superintendent

Board of School Directors

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President

Edward M. Brzezinski

Vice President

Linda Aleksandrowicz

Robbie Fabrizi

John C. Harkins

Angela McNair

Frank Petrunger, Jr.

Mary Frances Schenley

Thomas A. Spagel

Robin J. Smith

Secretary

Title: Group I Secretary - Finance

Location: Administration Building

Term of Employment: 12 months

Salary: SY 2014-2015 Position Rates

Year 1 80% of 19.90 \$15.92/hr

Year 2 85% of 19.90 \$16.92/hr

Year 3 90% of 19.90 \$17.91/hr

Year 4 95% of 19.90 \$18.91/hr

Year 5 100% \$19.90/hr

Reporting Relationship: Chief Financial Officer and Finance Supervisor

Requirements:

- High School graduate with minimum of 4 years clerical experience
- Demonstrated proficiency in:
 - Microsoft Office - Word, Excel, Access, PowerPoint
- Associate Degree or Bachelor's Degree with emphasis on business skills is preferred
- Minimum 5 years' experience in a business office with bookkeeping experience
- Demonstrated proficiency required in:
 - Bookkeeping functions up to trial balance
 - Calculator skills
 - Microsoft Word and Excel
 - Data Entry
 - Business Plus
- Gross payroll and deductions through submissions of payments and Quarterly reports
- Mail Room and/or Receptionist duties as needed

Duties and Responsibilities:

Daily and/or Weekly:

- Operate PINACLE SYSTEM PNC BANK for previous day banking activities and Wire transfers, Book transfers, Gross payroll wire transfers, Insurance wire/book transfers, etc.
- Open and distribute mail
- Assist at main building receptionist desk when needed
- Reconcile payroll deductions with reports and checks, record and file checks
- Prepare deposits for gross payroll and employee net payroll accounts

Erie's Public Schools

148 West 21st Street

Erie, PA 16502-2834

P: 814.874.6000

F: 814.874.6049

www.eriesd.org

An Equal Opportunity Employer

- 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

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

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

Evaluation: Conducted annually by Chief Financial Officer and Finance Supervisor

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.

INTERESTED APPLICANTS SHOULD SUBMIT A LETTER OF INTEREST AND RESUME TO THE HUMAN RESOURCES DEPARTMENT, 148 WEST 21ST STREET, ERIE, PA 16502, NO LATER THAN 3:30 P.M. August 3, 2016.

APPLICANTS NOT CURRENTLY EMPLOYED BY THE DISTRICT MUST HAVE A BACKGROUND CHECK AS REQUIRED BY STATE LAW ACT 34 EFFECTIVE 1/86, CHILD ABUSE HISTORY CLEARANCE EFFECTIVE 7/96 & ACT 114 F.B.I. FINGERPRINT CHECK.

POST: 8:00 AM JULY 21, 2016

REMOVE: 3:30 PM AUGUST 3, 2016

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 ERIESCHOOL DISTRICT, 148 WEST 21ST STREET, ERIE PA 16502.