Responsibilities by General Area:

**Controller & staff** - budget preparation, personnel budgeting, account codes, monthly and year-end financial reporting, board financial reports, payforit items, benefit elections and benefit deductions, employment leaves

**Accountant – Real Estate / Operations Supervisor & staff** - bank reconciliations, financial reporting for cafeteria operations, real estate tax collection, earned income tax, mail services

**Benefits Specialist** - benefit elections, benefit payroll deductions, employment leaves

**Payroll Supervisor & staff** - paycheck processing, federal state local tax/employee benefit deductions, 403 b and 457 b tax shelter retirement plans, PSERS, wage garnishments. (Note for specific questions regarding approved salary/rates please contact the Human Resources department.)

**Accounting Supervisor & staff** - requisition and accounts payable processing, purchasing, expense reports, copiers, cell phone reimbursement, student activities, construction & capital accounting, fixed assets, bidding process & requirements

**Transportation Manager & staff** - student transportation