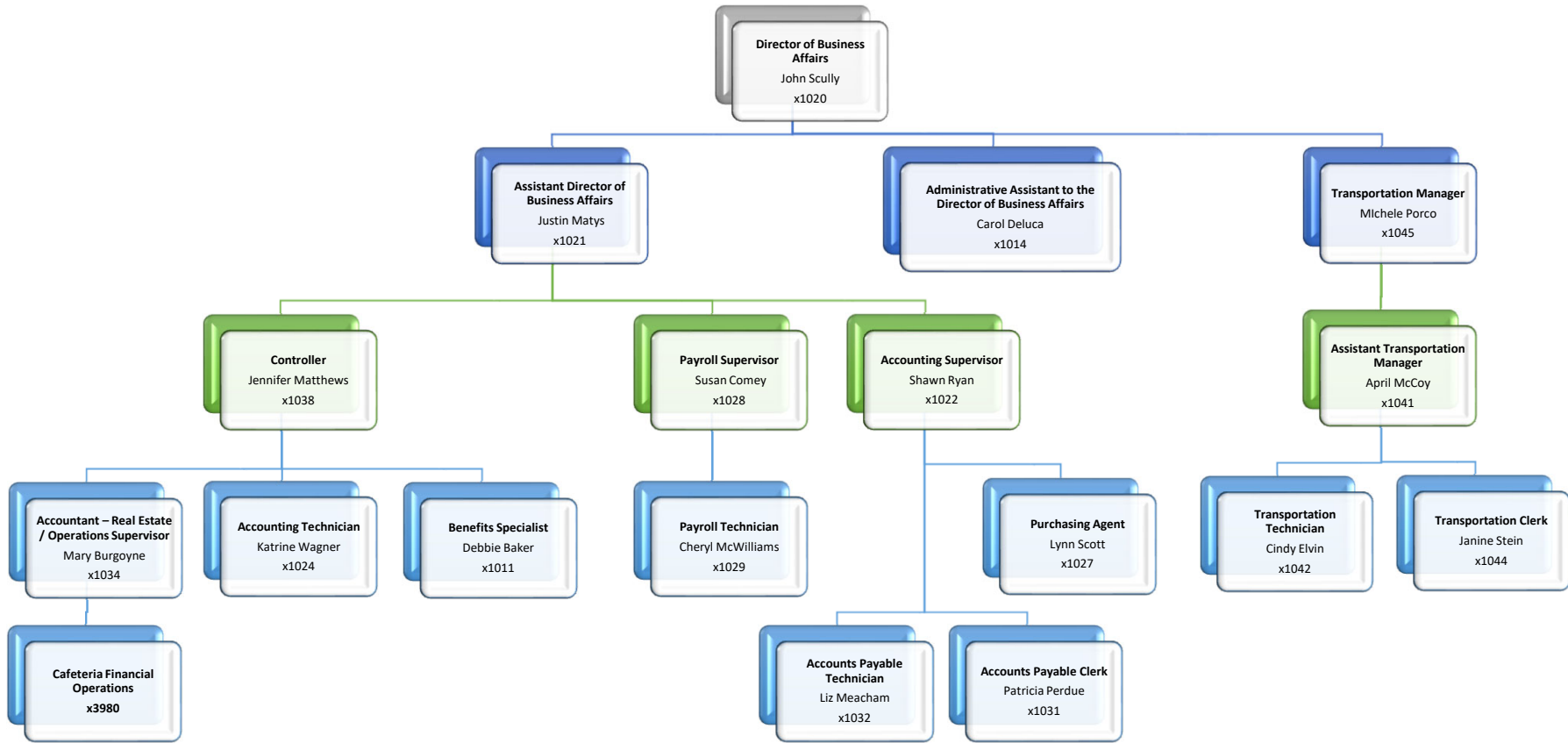


**West Chester Area School District
Business Office
December 2021**



Responsibilities by General Area:

Controller & staff - budget preparation, personnel budgeting, account codes, monthly and year-end financial reporting, board financial reports, payroll 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