

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Transportation Budget Manager

GENERAL RESPONSIBILITIES

1. Maintains payroll and personnel records.
2. Processes employee related forms, e.g., leave, sick leave pool and other related action forms.
3. Inputs data for fleet maintenance.
4. Processes financial documents and provides bookkeeping services

SPECIFIC RESPONSIBILITIES

1. Demonstrates a Working knowledge of payroll input and correction system producing an accurate payroll report.
2. Acts as the liaison between Transportation and payroll personnel to stay abreast of changes.
3. Performs and maintains daily disc backup for the payroll system.
4. Maintains and operates the time clock software to interface with the District payroll system.
5. Processes leave forms for all sites and enters into TERMS.
6. Collects appropriate forms for new hire, resignation and transfer process, to be submitted to Human Resources.
7. Serves a liaison between Transportation and Human Resources to insure proper submission of benefits, retirement, family medical and workers compensation forms.
8. Processes and maintains records regarding stipends for bus drivers.
9. Inputs completed work order information for fleet maintenance.
10. Performs accounts receivable and payable process to maintain inventory and payment of received items.
11. Processes journal entries to parts inventory system for fleet maintenance.

12. Maintains MSDS documentation.
13. Maintains a working knowledge of the internal account system/Manatee Accounting System.
14. Performs all other duties as assigned.