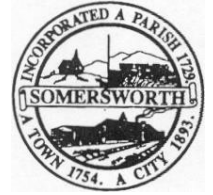




SCHOOL ADMINISTRATIVE UNIT FIFTY-SIX
Rollinsford School District – Somersworth School District
51 West High Street
Somersworth, NH 03878
(603) 692-4450 • Fax (603) 692-9100



INTERIM SUPERINTENDENT
Lori Lane

BUSINESS ADMINISTRATOR
Katie Krauss

SPECIAL EDUCATION DIRECTOR
Pam MacDonald

SPECIAL EDUCATION LIAISON
Tom Hayward

SAU 56
Full Time Payroll and Accounts Payable Specialist

EDUCATION and QUALIFICATIONS:

- High school diploma in any field from an accredited institution
- Degree in any field from a certified college preferred
- Experience in financial processing and reporting systems, payroll, grant funding
- School Finance experience preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain a complete, systematic set of records of all financial transactions in the School District
- Prepare and process payroll for all districts including all payroll deductions required by statute or requested by employees
- Reconciles all payroll and accounts payable checking accounts for the SAU #56
- Prepares all federal payroll reports such as form 941
- Assists in all other business functions as requested by the Business Administrator
- Process and deposit daily cash receipts
- Process monthly Federal and State monthly and annual reports
- Process all invoices for payment
- Accounts Receivable invoice billing
- Process the manifests for all districts, including monthly purchase order encumbrances
- Process all purchase order encumbrances
- Maintains appropriate level of confidentiality
- Provides assistance in other general office related functions
- All other duties as assigned by the Business Administrator

Must be able to multi-task. This job entails many facets of the financial processes of the SAU, the Somersworth School District and the Rollinsford School District and requires someone who can deal with a fast paced position.

Mail cover letter, resume, 3 current letters of reference, and transcripts to SAU 56, 51 W. High St., Somersworth, NH 03878. Open until filled.