



JOB TITLE: Accounting Assistant/Payroll
DATE OF POSTING: August 24, 2023
CLOSING DATE: September 8, 2023, or until filled
STARTING SALARY: \$42,016
ESTIMATED DATE TO FILL: October 9, 2023

Job Title: Accounting Assistant/Payroll

Salary Classification: B

General Description of the Position's Function and Purpose

Reporting to the Director of Finance and Accounting and the Accountant, this position provides primary responsibility for the day-to-day operation of the payroll process and the preparation of payroll and related business operations. Work is generally standardized and performed within established procedures and guidelines with limited supervision. The qualifications listed below are those qualifications required for the position but do not encompass all those activities which may be included in the responsibilities of the job. There are certain daily activities related to the individual's job which may be performed regularly but are too general in nature to include. This position is located at the ISTA headquarters office in downtown Indianapolis. This position is part of the ASO Bargaining Unit.

Qualifications

- High School diploma or equivalent.
- Knowledge of Microsoft Office
- Skill in Microsoft Excel
- Skill in typing at the rate of 50 wpm.
- Skill in being able to organize details with respect to payroll.
- Skill in operating PC, copy machine, and calculator.
- Knowledge of proofreading requirements.
- Knowledge of filing requirements.
- Knowledge of records which should be kept for the Association with respect to payroll and business affairs.
- Skill in operating switchboard.
- Knowledge of various coding systems used in payroll and business.
- Knowledge of data entry procedures in general and specifically related to third-party payroll processors.
- Skill in numerical accuracy and aptitude.
- Skill in being able to concentrate on details.
- Knowledge of tax laws and withholding laws with respect to payroll.
- Knowledge of ISTA organizational structure.
- Knowledge of the philosophy, goals, and operations of the Association.

Specific Duties and Responsibilities

- Answer telephone and place calls as necessary.
- Respond to routine questions with respect to payroll.
- Prepare the appropriate records for the preparation of the payroll and after-payroll vouchers/reports.

- Maintain employee fringe benefit records.
- Reconcile payroll accounts to the G/L.
- Reconcile and prepare necessary reports relating to retirement and 401(k) on a recurring basis and/or when needed to include, annual retirement census reports, and reports/information for the actuarial firm.
- Assist other accounting staff when necessary.
- Serve as the backup for accounts payable check runs.
- Serve as the system administrator for third-party payroll processors
- Compose and type correspondence relating to payroll on routine matters.
- Frequently signs payroll-related interrogatories and ee verifications.
- Maintain working knowledge of payroll software and learn and maintain all third-party payroll software applications.
- Perform reasonable miscellaneous job-related activities assigned by the supervisor or the executive director or designee.
- Assist with the process of the Association year-end audit.
- Process daily cash receipts/bank deposits for preparation of posting to the GL and deposit to the bank.
- Complete credit applications.
- Complete sales tax certificates.
- Prepare local tax exemption and incorporation paperwork, work with locals as needed, and prepare related regulatory filings as needed

About ISTA

ISTA is a professional association organized to sustain quality public education, improve students' educational opportunities and advance the professional status of educators.

Our purpose is to develop and organize members as leaders, professionals, and active citizens to improve the professional status of educators and educational opportunities for

Hoosier kids. Learn more about ISTA at ista-in.org The Indiana State Teachers Association provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

Application Procedure

Applications will be accepted through September 8, 2023, or until filled. Please send a letter of interest, resume, and contact information for three professional references to Nicole Wise at nwise@ista-in.org.