BUSINESS OFFICE STAFF

ASSIGNMENT SHEET EXAMPLES

MASBO Fall Conference

September 14, 2023

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| Where to Start? | 1. Review Job Descriptions 2. Cater Assignment Sheets to Job Responsibilities |
| Why Use? | 1. Creates Accountability 2. Helps Ensure Assignments are Completed 3. Helps With Communication and Collaboration 4. Addresses Possible Performance Issues; Assists with Performance Evaluations 5. Helps to Determine Who’s Doing Too Much/Not Enough Work 6. Allows Time to Address Issues and Implement Preventive Measures |
| How to Use? | 1. Monthly Reporting from Staff 2. Staff Meetings 3. Update Regularly as Needed 4. Tool for Internal Controls/Separation of Duties 5. Tool for Needed Cross-Training 6. Can Create Separate Sheets for Monthly, Quarterly, Annual Assignments 7. Helps Determine What’s Working/Not Working |
| What Assignments to List? | 1. Assignments that Align with Roles/Responsibilities 2. Critical Assignments that Could Cause Penalties if Not Completed 3. Assignments that Have Deadlines |

| Accounting Supervisor | Month/Period: | Name: | |
| --- | --- | --- | --- |
| Assignments | Due Date | Date Completed | Exceptions |
| Supervise the Payroll functions | Daily |  |  |
| Review and authorize purchase requisitions | Daily |  |  |
| Process workers’ compensation claims | Daily As Needed |  |  |
| Add/Update Vendor Information | Daily as Needed |  |  |
| Travel authorizations/arrangements | Daily as Needed |  |  |
| Reconcile Travel Advances | Monthly as Needed |  |  |
| Teacher EEF Card Updates | Daily as Needed |  |  |
| Technical Assistance to Schools/Departments on accounting systems/procedures | Daily as Needed |  |  |
| Review/Approve Payroll Processing | Semi-monthly \_\_\_\_\_\_\_\_\_\_  Monthly\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Reconcile Travel Card Statement to Purchase Orders for Payment | Monthly by 10th Working Day |  |  |
| Prepare Monthly Activity Fund Reports | Monthly by 5th Working Day |  |  |
| Renew Surety Bonds, Renewals, Update Schedule | Monthly by 5th Working Day |  |  |
| Reconcile Bank Statements | Monthly by 10th of each month |  |  |
| Accounts Receivable for Field Trips | Monthly by 1st of each month |  |  |
| Process Quarterly 941 | Monthly by 5th Working Day |  |  |
| Accounts receivable for Transportation contractor | Quarterly |  |  |
| Accounts Receivable for Nurse Partnership | Quarterly |  |  |
| Accounts Receivable for Juvenile Detention Shared Services | Annually, August, After MDE Approval |  |  |
| Public Funds Depository Report | Annually by July 10th |  |  |
| Submit a List of Stale Dated Checks  All Bank Accounts | Annual by July 10th |  |  |
| Submit Ad Valorem Tax Advertisement | Annually |  |  |
| Submit Budget Synopsis Advertisement | Annually |  |  |
| Coordinate Bid Process | As Needed |  |  |

| Accounts Payable Clerk | Month/Period: | Name: | |
| --- | --- | --- | --- |
| Assignments | Due Date | Date Completed | Exceptions |
| Receive/Distribute invoices received | Daily |  |  |
| Enter claims for Payments After Board Meeting (Second Tuesday of each month) | Daily |  |  |
| Enter claims for End of Month Payments | Daily |  |  |
| Submit Purchase Order Exceptions to CFO for Review (i.e. exceeds PO Amt, overbudget, invoice Prior to PO) | Daily |  |  |
| Review/Reconcile Monthly Vendor Statements | Daily as Received |  |  |
| Review Open Purchase Orders | Monthly by 1st Working Day |  |  |
| Contact Schools/Departments on Purchase Orders 45 Days or Older | Monthly Before Docket is Complete |  |  |
| Prepare Claims Dockets for Board Approval (Per Cutoff Schedule0 | Board Meeting Claims (Approved)\_\_\_\_\_\_\_\_\_\_\_\_  End of Month Claims (Ratified)\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Accounts Payable Check Processing | Board Meeting Claims (Approved)\_\_\_\_\_\_\_\_\_\_\_\_  End of Month Claims (Ratified)\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Update Utility Report | Monthly by 15th of each Month |  |  |
| File Paid Claims | Board Meeting Claims (Approved)\_\_\_\_\_\_\_\_\_\_\_\_  End of Month Claims (Ratified)\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Vendor New EFT Enrollments | Monthly by 5th Working Day |  |  |
| Address Void Checks, Lost Checks | As Needed |  |  |

| Fixed Asset Clerk | Month/Period: | Name: | |
| --- | --- | --- | --- |
| Assignments | Due Date | Date Completed | Exceptions |
| Enter vehicle maintenance/repair requisitions | Daily as needed |  |  |
| Coordinate fueling, cleaning, maintenance of vehicles | Daily as needed |  |  |
| Manage issuance/maintenance/ updates of district cell phones | As needed |  |  |
| Check in/out vehicles | Daily as needed |  |  |
| Make bank deposits | Daily as needed |  |  |
| Receive/route Business Office mail | Daily/As Needed |  |  |
| Add, Update, Approve Asset Transfers in Accounting System | Daily as Needed |  |  |
| Tag New Assets | Weekly |  |  |
| Obtain Titles for New Purchased Vehicles | Monthly as Needed |  |  |
| Address inventory discrepancies | Daily as needed |  |  |
| Process Weekly Fuel Invoices for Approval | Weekly |  |  |
| Process, obtain signatures on fuel exception reports for approval | Weekly |  |  |
| Reconcile Fixed Asset Purchases to Asset Records | Monthly by 2nd Working Day |  |  |
| Prepare monthly disposal reports for board approval | Monthly by 3rd Working Day  Monthly by 3rd Working Day |  |  |
| Prepare Asset Disposal Affidavits for Signature |  |  |  |
| Coordinate Surplus Sales and Other Dispositions | Quarterly and as Needed |  |  |
| Obtain Newly Signed Fuel Usage Procedures | Annually by August 1st |  |  |
| Assist with Teacher EEF Card Distribution | Annually in August |  |  |
| Update Location/Room Information in Accounting System | Annually by June 15th and as Needed |  |  |
| Update Asset Conditions in Accounting System | Annually by June 30th |  |  |
| Calculate Annual Depreciation | Annually by July 5th |  |  |
| Coordinate Annual Inventory of all Assets | Annually by September 15th |  |  |
| Reconcile Inventory Discrepancies and File Signed Asset Reports | Annually by November 30th |  |  |

| Insurance Clerk | Month/Period: | Name: | |
| --- | --- | --- | --- |
| Assignments | Due Date | Date Completed | Exceptions |
| Onboarding of New Employees- Insurance and Retirement Paperwork | Daily |  |  |
| Direct Deposit Setup/Updates | Daily |  |  |
| Assist with payroll data entry | As Needed |  |  |
| Update Employee Benefit/Withholding Changes in Accounting System | Semi-monthly \_\_\_\_\_\_\_\_\_\_\_  Monthly\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Update Health Life Insurance Changes in MyBlue | Daily and before Premium Bill Date |  |  |
| Prepare garnishment responses | Daily |  |  |
| Maintain FMLA Log | Daily |  |  |
| Assist employees/vendors with coverage changes | Daily |  |  |
| Enter Absence Records | Weekly by Friday |  |  |
| Review Employee Time Reports | Weekly by Friday |  |  |
| Review/Verify Absences for Travel Reimbursement Requests | As Needed |  |  |
| Reconcile and Upload State Health/Life Insurance | Monthly last working day |  |  |
| Insurance Statements Reconciled &  Deduction checks mailed | 10th Working Day following the Pay Day |  |  |
| Prepare/Distribute Premium Notices | Semi-monthly\_\_\_\_\_\_\_\_\_\_\_  Monthly\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

| Payroll Clerk | Month/Period: | Name: | |
| --- | --- | --- | --- |
| Assignments | Due Date | Date Completed | Exceptions |
| Complete Employment Verifications | Daily as Needed |  |  |
| Assistance to Employees on Payroll Questions/Issues | Daily |  |  |
| Setup New Employees | Daily |  |  |
| Calculate Final Pay on Termed Employees | Daily |  |  |
| Enter Payroll adjustments for Approval | Daily |  |  |
| Enter Additional Pay for Approval | Daily |  |  |
| Payroll Reconciled and Approved for Processing  Payroll Processed  Direct Deposit Transmitted  Reports Uploaded | Semi-monthly Payroll Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Monthly Payroll Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Withholding Taxes Paid | Pay Day by 4:00 p.m. |  |  |
| PERS Retirement Payment Submitted | Monthly 5th Working Day |  |  |
| Upload Payroll Reports for Program Directors | Monthly by the 10th |  |  |
| Quarterly Payroll Processing | 5th Working Day after each Quarter |  |  |
| Annual Payroll Processing | Annually by January 5th |  |  |
| W-2 Processing | Annually by January 10th |  |  |

| Accounting Clerk | Month/Period: | Name: | |
| --- | --- | --- | --- |
| Assignments | Due Date | Date Completed | Exceptions |
| Enter Business Office/District Purchase Requisitions | Daily as Needed |  |  |
| Update Log for Employee Status Changes | Daily |  |  |
| Record Deposits | Daily |  |  |
| Enter/Update Budgets | Daily as Needed |  |  |
| Assist with Payroll Data Entry | As Needed |  |  |
| Assist with Deduction/Benefit Updates | As Needed |  |  |
| Process Substitute Service Invoices, Reconcile to Teacher Leave Records | Weekly |  |  |
| Update Federal Funds Carryover Spreadsheets | Monthly by 5th of each month |  |  |
| Enter Federal Fund Requests in MCAPS for Approval | Monthly by 10th of each month |  |  |
| Enter Activity Fund Revenue | Monthly by 5th Working Day |  |  |
| Review Paid Claims Before Filing | Board Meeting Claims (Approved)\_\_\_\_\_\_\_\_\_\_\_\_  End of Month Claims (Ratified)\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Assist w/ Annual Budget Preparation | Work Schedules\_\_\_\_\_\_\_\_\_  Salary Schedules\_\_\_\_\_\_\_\_\_  Certified Contracts\_\_\_\_\_\_\_  At-Will Agreements\_\_\_\_\_\_  Classified Salaries\_\_\_\_\_\_\_\_ |  |  |