

**BOARD OF DIRECTORS**  
**October 20, 2016**

- Item 1**                    **RESOLUTION NO. 2016.A8 - ABOLISHING AND CREATING AN EMPLOYEE TITLE**
  
- Item 2**                    **RESOLUTION NO. 2016.A9 - ABOLISHING AND CREATING AN EMPLOYEE TITLE**
  
- Item 3**                    **RESOLUTION NO. 2016.A10 - AMENDING THE SALARY STEP SCHEDULE FOR THE TITLE "PAYROLL COORDINATOR"**
  
- Item 4**                    **RESOLUTION NO. 2016.A11 - AMENDING THE SALARY STEP SCHEDULE FOR THE TITLE "ACCOUNTING CLERK"**

**ITEM 1**

**RESOLUTION NO. 2016.A8 - ABOLISHING AND CREATING AN EMPLOYEE TITLE**

**WHEREAS**, there is currently an "Accounting Assistant II" position title working in the Suffolk Community College Association, Inc., and

**WHEREAS**, the Association has revised the title and job description for this position in order to properly reflect additional job duties and responsibilities of the position, and

**WHEREAS**, the Vice President for Student Affairs recommends these revisions, and the President concurs, be it therefore

**RESOLVED**, that the title of "Accounting Assistant II" in the Suffolk Community College Association, Inc. be abolished, and be it further

**RESOLVED**, that the title of "Payroll Coordinator" be created with the revised position description, as reflected in Attachment A-I attached hereto.

**RESOLVED**, that the titles herein shall be abolished and created, as indicated, effective as of October 20, 2016.

\*\*\*\*\*

**SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.**  
**PAYROLL COORDINATOR**  
**JOB DESCRIPTION**

The Payroll Coordinator reports to the Director of Business Affairs of the Suffolk Community College Association, Inc. and has the following responsibilities:

1. Responsible for processing the Association In-House Biweekly Payroll for the three campuses such as the three Campus Activities area, the two Day Care Centers, the College Wide Athletics area, the Theatre area on the Ammerman and Grant Campus, Food Service and other areas on the campus – writing lab, math lab, counseling etc.. Duties include but not limited to analyzing, entering and maintaining all necessary employee documentations, related to the payroll process.
2. Reconcile timecards and ascertain that all timecards are submitted and approved prior to processing payroll.
3. Compile payroll data such as hours worked and deductions to be withheld from the payroll and other records.
4. Responsible for obtaining the proper signatures and prepare the checks for delivery, pickup or mailing in a timely manner.
5. Review wages computed, correct errors, make any necessary adjustments and ensure the accuracy of the payroll. Process the payroll in a timely manner.
6. Prepare year end payroll accruals, analyze and reconcile accounts and prepare report as needed
7. Maintain records of paid time off leave and other wages.
8. Responsible for processing the Quarterly Tax Returns – 941 & NYS45.
9. Process and file unemployment insurance claims as well as assisting with responses to information request from the department of labor.
10. Gather the necessary reports for the Director after the biweekly payroll is processed to ensure that the ACH payment, Federal, State and MTA taxes are process in a timely manner.
11. Responsible for preparing and entering all journal entries associated with the biweekly payroll process.
12. Responsible for preparing and processing of the Monthly, Quarterly and Annual Government mandated reports such as Multiple Worksite Report, Department of Labor Report, EEO-1 Report and the Affordable Care Act mandated reports.
13. Assist with the year-end W-2 payroll processing such as the issuing of the W-2's filling with the SSA and the mailing out of the forms.

14. Responsible for administering the employee pay pack when new employees are hired as well as assist with the necessary employee background checks for new hires.
15. Assist with the processing of accounts payable checks and the accounts receivable duties when the Accounting Clerk is out of the office.
16. Assist with the ordering of the office supplies and the opening and sorting of the daily incoming mail.
17. Maintain all payroll files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
18. Performed other related duties as assigned by the Director of Business Affairs.

**ITEM 2**

**RESOLUTION NO. 2016.A9 - ABOLISHING AND CREATING AN EMPLOYEE TITLE**

**WHEREAS**, there is currently an "Accounting Assistant I" position title working in the Suffolk Community College Association, Inc., and

**WHEREAS**, the Association has revised the title and job description for this position in order to properly reflect additional job duties and responsibilities of the position, and

**WHEREAS**, the Vice President for Student Affairs recommends these revisions, and the President concurs, be it therefore

**RESOLVED**, that the title of "Accounting Assistant I" in the Suffolk Community College Association, Inc. be abolished, and be it further

**RESOLVED**, that the title of "Accounting Clerk" be created with the revised position description, as reflected in Attachment A-II, attached hereto.

**RESOLVED**, that the titles herein shall be abolished and created, as indicated, effective as of October 20, 2016.

\*\*\*\*\*

**SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.**  
**ACCOUNTING CLERK**  
**JOB DESCRIPTION**

The Accounts Payable / Receivable Clerk reports to the Director of Business Affairs of the Suffolk Community College Association, Inc. and have the following responsibilities:

**Accounts Payable Duties:**

1. Responsible for performing all accounts payable functions for the Association, College's Study Abroad Program and some of SCHDHU when necessary.
2. Review all invoices and check requests for appropriate documentation and approval prior to payment.
3. Enter all the correctly coded check requests into the financial system. Process check requests.
4. Prepare accounts payable checks twice per month as well as in emergency situations.
5. Responsible for obtaining the proper signatures and prepare the checks for delivery, pickup or mailing in a timely manner.
6. Audit and process credit card bills.
7. Establish and maintain effective communication and coordination with the business office and vendors as well as customers.
8. Responsible for resolving documentation problems, firm policy issues and other accounting problems such as getting W-9 forms from vendors.
9. Reconcile vendor statements, research and correct discrepancies.
10. Process all refund checks. Assist with the 1099 preparation at year end.
11. Follow up and collect all receipts for cash advances, credit card charges, petty cash and any other accounts payable related expenses.
12. Maintain all accounts payable files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.

**Accounts Receivable Duties:**

1. Responsible for preparing, processing and entering all deposits and cash receipts for the Association, the College's Study Abroad Program and SCHDHU when necessary.
2. Reconcile and process all credit card payments for the Association, the College's Study Abroad Program and SCHDHU when necessary.
3. Reconcile cash receipts and deposits. Organizing and filing deposit receipts as invoices are paid.
4. Research and process bounced checks and credit card transactions as directed by the Director.
5. Maintain all accounts receivable files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices

**General Office Duties:**

1. Responsible for entering most if not all journal entries for the Association, and the College Study Abroad Program.
2. Responsible for the Administrative duties for the Business Office such as answering the phone when necessary, prepare reports and letters. Also handle any correspondences as they pertain to the bank resolutions and signature requirements.
3. Prepare check request on a monthly basis for the company insurance policies, workers compensation, and the office employee benefits, etc.
4. Assist with the ordering of the office supplies and the opening and sorting of the daily incoming mail.
5. Assist with the biweekly payroll checks (sorting, stuffing, prepare checks for pickup and mailing, etc.) for the Association when the Payroll Coordinator is out of the office;
6. Other duties as directed by the Director of Business Affairs.

**ITEM 3**

**RESOLUTION NO. 2016.A10 - AMENDING THE SALARY STEP SCHEDULE FOR THE TITLE "PAYROLL COORDINATOR"**

**WHEREAS**, the College Association Advisory Committee has recommended that the Association Business Office Step Schedule for the title "Payroll Coordinator" be amended to include twenty (20) steps, which will align with other Association employee salary step schedules, and

**WHEREAS**, the Vice President for Student Affairs supports these recommendations, and the President concurs, be it therefore

**RESOLVED**, that the Association Business Office Step Schedule for the title "Payroll Coordinator" be amended as reflected in Attachment A-III, attached herein, for the 2016-2017 academic year.

\*\*\*\*\*

**PAYROLL COORDINATOR  
PROPOSED SALARY STEP SCHEUDLE**

<b>STEP</b>	<b>2016-2017 SALARY</b>
1	40,480
2	41,694
3	42,945
4	44,233
5	45,560
6	46,927
7	48,335
8	49,785
9	51,279
10	52,817
11	54,402
12	56,034
13	57,715
14	59,446
15	61,229
16	63,066
17	64,958
18	66,907
19	68,914
20	70,982

**ITEM 4**

**RESOLUTION NO. 2016.A11 - AMENDING THE SALARY STEP SCHEDULE FOR THE TITLE "ACCOUNTING CLERK"**

**WHEREAS**, the College Association Advisory Committee has recommended that the Association Business Office Step Schedule for the title "Accounting Clerk" be amended to include twenty (20) steps, which will align with other Association employee salary step schedules, and

**WHEREAS**, the Vice President for Student Affairs supports these recommendations, and the President concurs, be it therefore

**RESOLVED**, that the Association Business Office Step Schedule for the title "Accounting Clerk" be amended as reflected in Attachment A-IV, attached herein, for the 2016-2017 academic year.

\*\*\*\*\*

**ACCOUNTING CLERK  
PROPOSED SALARY STEP SCHEUDLE**

<b>STEPS</b>	<b>2016-2017 SALARY STEP</b>
1	\$31,155
2	\$32,090
3	\$33,052
4	\$34,044
5	\$35,065
6	\$36,117
7	\$37,201
8	\$38,317
9	\$39,466
10	\$40,650
11	\$41,870
12	\$43,126
13	\$44,420
14	\$45,752
15	\$47,125
16	\$48,538
17	\$49,995
18	\$51,494
19	\$52,524
20	\$54,100