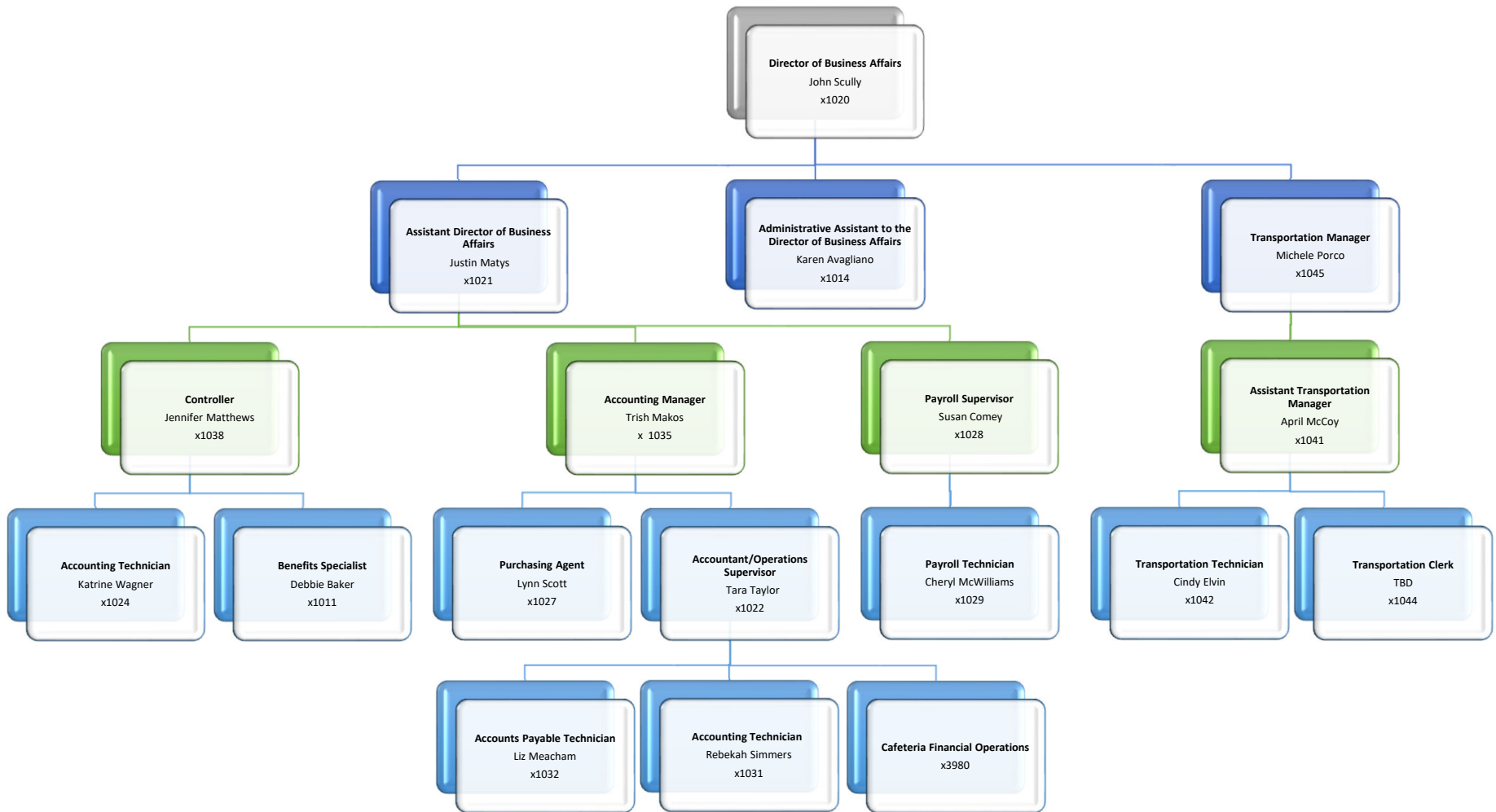


**West Chester Area School District  
Business Office  
September 2024**



**Responsibilities by General Area:**

**Controller & staff** - budget preparation, account codes, monthly and year-end financial reporting, board financial reports, online collections, benefit elections and benefit deductions, employment leaves, real estate tax collection, earned income tax

**Accounting Manager & staff** - purchasing, requisitions, bank reconciliations, copiers, cell phone reimbursement, construction & capital accounting, fixed assets, bidding process & requirements, federal state and local (including education foundation) grants

**Benefits Specialist** - benefit elections, benefit payroll deductions, employment leaves

**Payroll Supervisor & staff** - paycheck processing, federal state local tax/ employee benefit deductions, 403 b and 457 b tax shelter retirement plans, PSERS, wage garnishments. (Note for specific questions regarding approved salary/rates please contact the Human Resources department.)

**Accountant/Operations Supervisor & staff** - accounts payable processing, expense reports, student activities, financial reporting for cafeteria operations, mail services

**Transportation Manager & staff** - student transportation