

_____ Ag Extension District
List of Key Duties
30-Jun-22

(Responsible during period July 1, 2021 - June 30, 2022)

Key Duties:

Petty Cash:

Responsible for petty cash and change fund

Receipts:

Opens mail and distributes

- Collects cash receipts

Restrictively endorses checks for deposit only

Records cash/check to a prenumbered receipt book.

Posts/records receipts to accounting system

Reconciles deposits per accounting system to bank statement and receipt book

Prepares voided receipt listing or maintains receipts marked 'voided'

Prepares deposits

Takes deposit to bank

Reviews voided receipt listing

Disbursements:

Post invoice to accounting records to generate check for payment

Signs voucher (checks) (list all responsible to sign checks)

Signs payment stub, bottom 1/3 of the voucher set

Credit Cards:

Use of a credit card

Reviews cardholder's statement

Cash

Prepares bank reconciliation

Reviews bank reconciliation

Payroll:

Approve timesheet and vacation

Approval of full-time and part-time employee pay rate

Approval of payroll corrections

Recording sick leave and vacation to records

Recording payroll corrections

Compare timesheets to payroll register

Review payroll registers

(use individuals name and title)

A -

B -

C -

D -

$$\frac{1}{E -}$$
$$\frac{E}{F}$$
$$\frac{1}{G}$$