



PAYROLL AND BENEFITS SPECIALIST AND PERSONNEL CLERK

(CONFIDENTIAL POSITION)

QUALIFICATIONS:

- High school diploma or equivalent, and course work in accounting;
- Training in school business procedures;
- Two years of computer and data processing experience;
- Ability to operate standard office machines, including, computer, calculator, copy machine, and fax;
- Ability to maintain, correct, and organize files;
- Knowledge of payroll procedures and reporting;
- Ability to perform double-entry bookkeeping procedures, and maintain account balances;
- Ability to schedule job assignments in a timely manner with no assistance from supervisor;
- Ability to comply with established policies or procedures necessary to complete job functions, with limited supervision;
- Exercise diplomacy and excellent customer service when working with staff, students and community members and maintain a high level of professionalism;
- Ability to process correspondences and communications, routine in nature;
- Respect confidential information;
- Have a First Aid card, as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

REPORTS TO:

- Business Manager.

JOB GOAL:

- To perform a variety of specialized and complex payroll accounting functions related to accurate and timely paying all District personnel; by researching, compiling, calculating, and maintaining financial and statistical reports to ensure compliance with District, Federal, and State rules and regulations.

PERFORMANCE RESPONSIBILITIES:

- Attend regularly;
- Notify school/department when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

Responsibilities include, but are not limited to, the following:

- Conduct new hire orientations;
- Accurately set-up new positions in the financial software;
- Track tuition benefits for employee groups;
- Perform complex payroll calculations, analyze system data, research questions, and recommend solutions necessary to accurately and timely pay District employees in assigned area of responsibility;
- Research errors and calculate corrections to overpayments, underpayments, and retroactive payments;
- Calculate paid and/or non-paid time and contract pay-off, when necessary;
- Calculate FTE increases and decreases affecting employee pay;
- Explain and provide assistance to District staff regarding applicable practices, rules, policies, procedures, and regulations affecting employee pay;
- Record and maintain confidential records and files;
- Monitor and provide information about a variety of payroll functions that affect employee's salary, additional earnings, and monthly time and attendance records;
- Coordinate, monitor, record, maintain, and respond to record changes affecting salary and differentials for District employees;

- Use an established payroll accounting system to initiate and maintain payroll accounting procedures and controls;
- Analyze non-standard payroll transactions to determine and initiate appropriate entries;
- Verify differential allocations and accounts by school level and assignments;
- Analyze and verify appropriate experience for correct placement on the salary schedule;
- Prepare payroll, leave tracking, provide for taxes, retirement, health insurance including COBRA, and other authorized deductions;
- Coordinate and process unemployment requests with District's third party vendor;
- Prepare and file monthly, quarterly, and annual reports related to payroll;
- Assist in personnel file maintenance;
- Reconcile bank statement;
- Data processing, records maintenance, and filing;
- Assist with District audit; and
- Perform other duties, as determined by Business Manager or Superintendent.

PHYSICAL REQUIREMENTS

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

TERMS OF EMPLOYMENT:

- According to Board policy and procedures, master contract, and school calendar.

EVALUATION:

- Performance will be evaluated annually, in accordance with Board Policy and established procedures.

I have received a copy of this job description.

Signature

Date