

## **Miles City School District Position Description**

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Position Title: Payroll Clerk  
Department: Central Administration  
Reports To: District Clerk

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### **SUMMARY:**

Provide an accurate and systematic payroll service for the school district.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board Policy on evaluation of personnel.

### **DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Assist the District Clerk in duties associated with district-wide accounting procedures.
- Process payroll data for all school district employees and maintain accurate, up-to-date files of all payroll information.
- Prepare, verify and distribute checks on appropriate pay days.
- Balance payroll and withholding accounts, prepare monthly transfers for the County Treasurer.
- Prepare all required government reports; retirement, quarterly reports, W-2's.
- Distribute payroll deductions in compliance with local, state and federal statutes; annuities, garnishments, savings, child support, taxes, pensions, insurance, union dues.
- Work with representatives of government, employee unions, retirement agencies and financial institutions to provide necessary information.
- Process mortgage verifications and final salary affidavits.
- Maintain accurate balances of sick, vacation and personal leave for all employees.
- Deposit all district lunch funds.
- Submit employee accident reports to Workers Comp. carrier when medical attention is necessary.
- Take in-service training and software training to support payroll, accounts payable and financial management.
- Assist with annual audit of payroll records.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Make and receive phone calls, take messages, route calls, faxes
- Greet visitors to Administration Office
- Operate all standard office equipment
- Assist with distribution of district mail/central receiving on a periodic basis
- Assist with duties of Superintendent Secretary in her absence
- Serves as back-up personnel to Accounts Payable Clerk in her absence

### **EDUCATION and/or EXPERIENCE:**

High School graduate, two-year accounting degree and payroll experience.

### **OTHER SKILLS and ABILITIES:**

Proficiency in computer skills, including the payroll and financial management software programs, Microsoft Word and Excel. Also requires ability to work accurately with numbers. A good general knowledge of taxes and withholding requirements is mandatory.

Ability to perform duties with awareness of all district requirements and Board policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sitting	60-70%; standing, lifting, twisting and turning, kneeling
Lifting	Waist high Up to 20 pounds
	Shoulder height Up to 20 pounds

**TERMS OF EMPLOYMENT:** Contract length, salary, and work to be established by the District.

Reviewed and Agreed to by \_\_\_\_\_ Date \_\_\_\_\_