



**ANNOUNCEMENT OF VACANCY - Non Affiliated
Colstrip School District Position Description**

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

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 and prepare monthly reports for Federal reimbursement.
- 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 audits 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
- Maintains a spreadsheet of Revenues & Expenditures for Funds 115 & 215
- Files previous employees' records

EDUCATION and/or EXPERIENCE:

High School graduate and two years payroll experience.

OTHER SKILLS and ABILITIES:

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

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	40 to 50 pounds
	Shoulder height	40 to 50 pounds

SALARY: \$20.00 per hour

DEADLINE: Application, credentials, and transcripts will be accepted immediately. The vacancy will close when a suitable candidate is hired.

TO APPLY: For an application form and further information, please email, write, call, or visit the district website:

Kathy LaDuke, Executive Secretary
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<http://colstrippublicschools.org>
(406) 748-4699 x 3400

The Colstrip Public Schools is an Equal Opportunity employer.
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