

CLASSIFIED
POSITION ANNOUNCEMENT

Hardin School Districts 17H & 1 have the following position open:

PAYROLL CLERK – District Office

Fulltime 12 month position w/benefits (medical/dental insurance, flex benefits, vacation & sick leave, paid holidays, and retirement).

APPLICATION PACKET REQUIREMENTS:

Cover Letter
District Online Employment Application
Resume
3 (three) Professional References

Complete application and submit documentation listed above online at www.hardin.k12.mt.us
Only complete online applications will be considered.

DEADLINE FOR RECEIPT OF APPLICATION PACKET:

Open Until Filled

SCHOOL DISTRICTS 17H & 1
CLASSIFIED POSITION DESCRIPTION

POSITION TITLE: **Payroll Clerk**
FACILITY: District Office
REPORTS TO: Superintendent

POSITION OVERVIEW:

The person in this position will process the biweekly and monthly payroll for all School District employees along with tracking sick, vacation, personal, and discretionary leave. The Payroll Clerk is responsible for keeping payroll records up to date, making the proper distributions, and filing reports as required.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Process biweekly and monthly payroll data for all school district employees and maintains accurate, up-to-date files for all payroll information
Must be able to maintain confidentiality
Prepare, verify and distribute checks on appropriate paydays
Balance payroll and withholding accounts, prepare semimonthly transfers
Prepare all required government reports; retirement, quarterly reports and W-2's
Distribute payroll deductions in compliance with local, state and federal statutes; annuities, garnishments, savings, child support, taxes, pensions, insurance, union dues and flex funds
Assist the business manager in account coding for federal programs and other special programs associated with payroll
Work with representatives of government, employee unions, retirement agencies and financial institutions to provide necessary information
Process mortgage verifications, employment verifications, and final salary affidavits
Maintain accurate balances of sick, vacation and personal leave for all employees
Assist with annual audit of payroll records

Attend training / seminars / workshops on use of software, retirement systems, tax (IRS, state) and other programs to enhance knowledge and stay informed of changes and updates in forms, laws and procedures.

Operate all standard office equipment

Only minimum duties and responsibilities are listed. Other duties and responsibilities may be required as given or assigned

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION / CERTIFICATION / EXPERIENCE:

High School diploma or equivalent

Post-secondary education with concentration in accounting / business or 3-5 years recent payroll or accounting experience

SPECIAL KNOWLEDGE / SKILLS / ABILITIES:

Knowledge of taxes and withholding requirements is required

Knowledge of spreadsheets

Detail oriented, self-starter

Ability to perform general clerical duties

Ability to use general office software programs including payroll and financial accounting programs

Ability to use Excel

Ability to work accurately with numbers.

Ability to compile and maintain accurate and complete records and reports in a timely manner.

Ability to establish and maintain cooperative and effective working relationships with District personnel, those contacted in the course of the workday and the general public

Ability to work effectively without close supervision

Ability to understand and carry out oral and written instructions

Ability to communicate clearly and concisely, both orally and in writing

Ability to be flexible in scheduling and planning (*depending on when payday falls weekend &/or "holiday" work may be required*)

Ability to effectively manage time and responsibilities

Ability to handle stressful situations

Ability to maintain confidentiality of employee and student matters

Ability to perform duties with an awareness of all District requirements and Board policies

EQUIPMENT USED:

Computer, various software, printer, copier, calculator, telephone/voice mail, fax, general office equipment

WORK ENVIRONMENT:

While performing the duties of this position, the employee is frequently required to sit, occasionally walk and stand. Must have dexterity of hands and fingers to operate a computer keyboard and grasp objects. The employee must be able to lift and / or move up to 50 pounds.

Specific vision abilities required by this position include close vision, distance vision, depth perception, and the ability to adjust focus.

While performing the duties of this position, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands and work-environment characteristics described within this position description are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The information in the position description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Employee may perform other duties to meet the ongoing needs of the School District.

School Districts 17H & 1

Our Districts have strong academic programs utilizing a variety of techniques for our students. There are programs for special education students and vocational students. There are a variety of music, drama, art, and sports opportunities for students of all ages. We are a Class A district, pre-kindergarten through 12th grade, with approximately 2,000 students. The student body is 80% Native American.

Our Schools:

Crow Agency Public School – Grades Pre K-5

Fort Smith Elementary School – Grades K-5

Hardin Kindergarten Readiness Center – Pre K

Hardin Primary School – Grades K-2

Hardin Intermediate School – Grades 3-5

Hardin Middle School – Grades 6-8

Hardin High School – Grades 9-12

Community:

Big Horn County, Montana is rich in history, culture and time-honored traditions. It includes the Crow and Northern Cheyenne Reservations. Hardin (county seat) is situated on the banks of the Bighorn River and the edge of the Crow Reservation. The town is surrounded by productive farms and ranches. Coal mining has also contributed greatly to the local economy. Hardin, is located 46 miles southeast of Billings (largest city in the State) by way of Interstate 90. The Big Horn County Museum, Little Big Horn Battlefield and Chief Plenty Coups State Park provide interesting and important history of the area. The scenic Big Horn, Pryor and Wolf Mountain ranges are part of the Big Horn County landscape. Yellowtail Dam offers a majestic view of the water below. The spectacular Big Horn Canyon National Recreation Area is host to water sports. This area of Big Sky Country also offers fishing, hunting, hiking, snowmobiling, camping, etc. for the outdoor enthusiast. Annual events in Big Horn County include: Little Big Horn Days, Native Days, PRCA Rodeo & Crow Fair.

Check out our District YouTube video <https://youtu.be/4fQL74r7pl4>

Only complete applications submitted online will be considered.

To apply, go to www.hardin.k12.mt.us

School Districts 17H & 1 are an equal Opportunity Employer