
Harlem School District #12

Job Title: Payroll Clerk	Hours: 8:00AM – 4:30PM
Reports to: Business Manager/Clerk	Days: Monday - Friday
Department: Business Office	Bargaining Unit: Classified

Position Overview:

To accurately develop and maintain all payroll records for the School District using appropriate service agencies or equipment so that the payroll records and other data might be processed in an accurate, timely, and efficient manner.

Principal Duties and Responsibilities / Essential Functions:

1. Processes all payroll reports from the various departments; calculates, provides and distributes paychecks to all employees; prepares all pay-period, monthly, quarterly and annual payroll-related reports; distributes required reports to various agencies; distributes payroll amounts to the various accounts of the District financial records.
2. Sees that all new employees complete required employment paperwork and are properly enrolled in the benefit programs that are available; removes terminated or retired employees from such programs; maintains records of the coverage provided by such benefit programs; advises employees on questions concerning their benefits; prepares quarterly and annual reports as needed; maintains employee leave day balances.
3. Provides state and local auditors with information as requested; cooperates with auditors to maintain a smooth working relationship; maintains payroll records in a manner that provides an audit trail for all transactions.
4. Maintains current payroll files on each District employee; maintains backup files for all data being processed or retained on automated equipment; maintains files of other information needed for the performance of the duties of the position.
5. Assists in other Business Office activities, as assigned by the Business Manager/Clerk.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other instructions and to perform any other duties requested by their administrator(s) and/or supervisor(s).

Supervision Exercised:

Non-supervisory

Qualifications & Skills:

High School Education and significant, demonstrable experience in Payroll and/or accounting. Prefer Associate's Degree/Business School Diploma

Strong working knowledge of generally accepted accounting practices.

Strong computer skills, preferably in payroll software.

Strong problem solving and analytical skills and ability to work accurately and quickly with figures.

Ability to work with limited supervision and to produce a high volume of quality work.

Ability to deal with confidential information and/or issues using discretion and judgment.

Ability to work under pressure and multi-task in order to meet conflicting deadlines.

Flexible and tolerant of many types of situations and personalities.

Proven ability to work effectively both independently and in a team environment.

A proven ability to analyze payroll processes, diagnose problems, and provide innovative and cost-effective solutions

Attention to detail, advanced research abilities, and strong communications skills.

Employee's Signature

Date

Supervisor's Signature

Date