

WHITEFISH SCHOOL DISTRICT NO.44
POSITION DESCRIPTION

JOB TITLE: Payroll Clerk

REPORTS TO: Director of Business

SUMMARY OF ASSIGNMENT:

The Payroll Clerk is responsible for all payroll accounting functions and ensures employees are paid accurately, on-time, and according to established procedures and law.

REQUIRED QUALIFICATIONS:

- A minimum of 2 years of progressive payroll experience
- Possesses high school diploma or its equivalent.
- Demonstrates knowledge of methods, practices, and procedures pertaining to payroll accounting and fiscally related record management systems.
- Demonstrates proficiency in English, including proper spelling, composition and grammar.
- Demonstrates proficiency in business math and the use of Microsoft Excel and Google Sheets
- Demonstrates ability to prioritize emerging issues and meet deadlines
- Possesses courteous and professional disposition and works cooperatively with staff, supervisors, and public.
- Maintains confidentiality.
- Demonstrates the ability to make mathematical calculations with speed and accuracy.
- Understands and carries out oral and written directions.
- Demonstrates ability to be punctual, dependable, and hold self and others accountable
- Improves work skills through training and is willing to implement dynamic changes in school payroll practices.

PREFERRED QUALIFICATIONS:

- Post-secondary education or training in accounting, business administration or similar area

RESPONSIBILITIES:

This job description is not intended to be all inclusive; other related duties may be assigned

- Establishes, balances, verifies, adjusts, and maintains payroll accounting and fiscally related records and reports for all Certified, Classified, non-Union employees, and substitutes
- Processes, reviews and verifies a variety of documents pertaining to payroll transactions, including payroll registers, employee status reports, insurance detail and a variety of other documentation
- Reviews timesheets for accuracy and completeness and maintains leave records
- Delivers instructions to employees regarding proper timesheet entry
- Updates and maintains pay matrices and hourly rates, benefit amounts, and deductions
- Assists in the research and compilation of payroll related reports
- Assigns proper accounting codes to payroll transactions
- Processes direct payroll deposits and issues paper payroll checks
- Communicates effectively with the County Treasurer's office regarding bank transfers
- Responds to requests for employment verification and unemployment claims from third

parties

- Responds to staff inquiries regarding pay, stipends, exemptions, and benefits such as health insurance, life insurance, Flex/HSA benefits, and retirement plans
- Assists District personnel in the resolution of unusual payroll problems, issues and concerns
- Prepares and submits various monthly, quarterly and annual reports including but not limited to State and Federal taxes, Teachers' and Public Employee Retirement System deductions, and employee W-2's
- Updates annual tax tables and social security limits and stays up-to-date with the latest IRS rules and regulations
- Processes 403(b) and 457(b) payroll deductions
- Processes garnishments and other court-ordered deductions
- Calculates retirement and termination payouts for certified, classified, and non-union staff
- Resolves discrepancies in payroll processing and maintains a clear record of reconciliation and adjustments
- Assists with preparation of annual reports for the Affordable Care Act
- Assists with financial audits related to payroll records

PHYSICAL DEMANDS:

- The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.
- Persons performing service in this position classification will exert up to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting some of the time, but may involve running, walking or standing for brief periods of time.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, icy, humid, or windy conditions caused by weather may occasionally be experienced.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Employed for prescribed term, salary, benefits and other working conditions to be determined by District Policy, Federal and State Law as well as appropriate funding from state, federal, and/or passage of levies.

EVALUATION:

Performance of said duties will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Personnel.

Signature of Employee

Date

8/88
3/98
7/16
10/21