

School District Position Description

Position Title: Payroll Clerk
Department: District Office
Reports To: Superintendent and District Clerk/Business Manager
Prepared By: Superintendent Date: June 30, 2021
Approved By: Superintendent Date: June 30, 2021

SUMMARY:

Under the supervision of the Superintendent and District Clerk/Business Manager, the payroll clerk assists in the preparation and maintenance of district payroll and records, provides clerical support to the district/business office (where needed), assists Hellgate Elementary employees with their payroll/benefit requirements by providing an extended variety of financial/personal assistance, and ensures that school district benefits comply with all mandated state and federal laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Inform Superintendent and District Clerk/Business Manager of all conditions concerning payroll issues regarding compensation for all employees.
- Provide technical expertise and respond to questions, concerns, or complaints from employees related to interpretation of laws, rules, and regulations, and contracts governing district payrolls.
- Communicate and work with district departments and personnel to obtain and provide information, resolve discrepancies, and correct any possible payroll issues or errors.
- Prepare, process, and record specialized payroll and benefits transactions related to workers' compensation, TRS/PERS contributions, retroactive pay, and other related services.
- Prepare and balance all payroll batches to be run. Coordinate the preparation, distribution, and reporting process for all payrolls. Perform calculation of wages, overtime, and deductions to ensure compliance with federal and state laws.
- Plan, organize, coordinate, establish, and implement policies and procedures for the district's payroll and control functions.
- Post payroll data and prepare mandatory reports including federal and state. Ensure the payroll deduction payments and reports are disbursed timely and accurately.
- Examine and verify employee information processed by Human Resource Office.
- Process all payroll changes and updates to employee pay roster related to individual employee requirements for accurate reporting.
- Assists in management of processing payrolls and withholding utilizing network application programs.
- Gather, process, and review documents requested in legal subpoenas regarding employee wages and health benefits, including retrieving payroll wages since date of hire, dates of absences, reason for each absence, garnishments and child support, and submit to the proper court and/or attorney.

- Compute, prepare, and process withholdings from all payrolls and provide report to the District Clerk/Business Manager upon request.
- Prepare and report federal tax and FICA withholdings to appropriate agencies.
- Maintain all records and organization of monthly payrolls and insurance bank reconciliations.
- Maintain accurate information concerning stop payments and manually written payroll checks for auditing purposes.
- Prepare and key all requests for annuity deductions to individual employee pay roster ensuring they meet federal procedures and guidelines.
- Respond to and assist employees with questions related to their specific payroll and benefits.
- Assists all active and retiree employees in their private payroll and insurance matters.
- Prepare and process payrolls for retirement incentive, unused health leave, and unused vacation payments.
- Prepare and process monthly and annual retirement, Department of Revenue, employment security, and social security reports.
- Maintain paperwork and verification records for previous employees to include paid wages, employment dates, retirement contributions, etc.
- Assists in the scheduling and presentation of informational materials, workshop, and conferences.
- Maintain monthly, quarterly, and annual district absentee reports for accuracy and posting.
- Oversee key aspects of employee compensation, preparation, planning, analysis and monitoring policies and procedures.
- Prepare compliance and statistic reports for governmental agencies related to the district maintained benefit and annuity plans.
- Assist in preparation and management of the district's 125 Cafeteria compensation plan.
- Set up, file, and retain the district's tax related records.
- Prepare required documents to implement benefit programs and maintain permanent employee records for district related benefit programs.
- Assists in providing information to all active and retiree employees in completion of required forms.
- Prepare, process, and maintain reconciliation of health insurance payments from retirees.
- Assists in preparing and processing insurance continuation letters for employees retiring or resigning from the district.
- Assists the Superintendent and District Clerk/Business Manager on all bids related to employee benefits.
- Assists in evaluating current benefit programs to ensure they meet the needs of the district employees.
- Assists in studying, arranging, and implementing new benefit programs and procedures with vendors for the district.
- Monitors key benefit programs for compliance with government regulations.
- Assists in serving as a point of contact to employees with questions related to the Teachers' Retirement System (TRS) and Public Employees Retirement System (PERS).
- Serve as Notary Public to the district and all employees.
- Maintain a commitment to ongoing professional development.
- Maintains appropriate confidentiality.

SUPERVISORY RESPONSIBILITIES:

None

***QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) required. Associates degree in business or related field or some college experience preferred. Payroll processing experience required, preferably in the public sector. Knowledge of principles and practices in payroll processing required. Any equivalent combination of related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

As needed and as requested by the district.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization. Computer and typing skills are required.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to evaluate written materials.

OTHER SKILLS and ABILITIES:

Ability to multi-task and work with the public and/or co-workers in such a fashion as to establish and maintain effective working relationships with students, staff, school community, and the general public. Ability to speak clearly and concisely both in oral and written communication.

Ability to perform duties with awareness of all district requirements and Board of Trustees' policies, procedures, and practices.

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.*

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. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Work involves sitting for extended periods of time. Verbal communicative ability may be required of public contact positions.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed indoors - office environment. Contact with employees, students, and public. The noise level in the work environment is usually moderate.

The information contained in this job 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. The individual currently holding this position performs additional duties and additional duties may be assigned.