



Job Description Payroll Assistant

Employment Status: Full-Time

FLSA Status: Non-Exempt

Calendar: 240 Days

Experience Required: Prior related work experience preferred.

Minimum Education Requirements: High School diploma or G.E.D.

Department: Business Office.

Direct Supervisor: Assistant Superintendent.

Primary Work Location: Office setting.

Certification: None.

Job Summary: Compute, classify, and record numerical data to keep financial records complete for the school system. Checks the accuracy of figures, calculations, and postings pertaining to business practices, educational programs, and student success.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Process semi-monthly payroll send to the bank.
- Retirement reporting.
- Process and mail Semi-Monthly agency check garnishments.
- Create new payroll calendars.
- Enter new non-exempt employee's payroll information into Keystone and in timekeeping.
- Assist other departments with reports from Keystone as needed.
- Set up benefit codes on new employees.
- Create new deduction and earnings codes.
- Regular upkeep with federal and state tax laws and updates to tax tables.
- Regular upkeep with Department of labor payroll laws.
- Perform general ledger conversion, DESE account code conversion, and create new account codes.
- Assist with ASBR reporting.
- Perform weekly time-keeping for the Central Office.
- Perform weekly time-sheet processing for payroll.
- Assist Human Resources with benefits and assist building secretaries to verify correct employee data.
- Perform back up duties with Workers Compensation claims.
- Perform back up duties for FMLA.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Economic and accounting principles and practices and banking.



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- Analysis and reporting of financial data.
- Administrative and clerical procedures and systems.

Skills

- Mathematics and using mathematics to solve problems.
- Strong written and oral communications and relational skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Lift up to 25 pounds.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date