

JOB DESCRIPTION

JOB TITLE: Payroll Clerk
REPORTS TO: Assistant Business Manager
DEPARTMENT: Central Office Support Staff

I. NATURE AND SCOPE OF JOB:

To contribute to the smooth and efficient operation of the business office so as to facilitate achieving the mission and goals of the District for all students.

II. EXPECTATIONS:

1. Maintain confidentiality in all matters of the district.
2. Maintain a positive attitude that supports the District Mission.
3. Maintain a positive and supportive relationship with all people in the work place.
4. Be responsible for acceptable personal attendance and punctuality.
5. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
6. Responsible for adhering to District policies.

III. JOB FUNCTIONS:

A. Essential Functions:

1. Set up and maintain all vendors for payroll deductions
2. Process Health Insurance enrollment, cancellation and billing
3. Process HSA/HRA/FSA enrollment, cancellation and billing
4. Process Life insurance enrollment, cancellation and billing
5. Garnishments of payroll
6. Completion of I-9's and verification of social security number with administration

7. Prepare 941's and unemployment taxes
8. Process Workers compensation, billing and claims
9. Process Wyoming retirement contributions, enrollment and cancellation.
10. Prepare Monthly payroll
11. Create annual W-2's for district employees
12. Process Personal/sick/comp time buybacks
13. Process Sick leave/personal leave exchange
14. Knowledge of sick, personal, vacation, parental and other leave policies.
15. Knowledge of State and National Labor Law
16. Prepare Lunch Reports
 - a. Receipt weekly lunch deposits
 - b. Prepare monthly lunch report
17. Maintain sick leave banks, generate memos when assessment is required.
18. Process mail to and from appropriate departments.
19. Other duties as assigned.

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Competency in word processing, database, spreadsheets, record keeping, and internet use.
2. Ability to compose written material with accurate use of grammar, spelling, punctuation, calculate figures and percentages
3. Ability to maintain information accurately.
4. Ability to work effectively with the public
5. Ability to respond to needs of all employees in a polite and professional manner
6. Ability to take direction from several administrators/Board members
7. Ability to contribute to a positive office relationship
8. Present a professional image at all times

B. Education, License, Certification or Formal Training:

1. High School diploma or equivalent
2. College degree or a minimum of 4 years previous office experience preferred
3. Annual Bloodborne Pathogens

C. Equipment Used:

Telephone	Paper Shredder
Computer	Copy Machine
Book Binder	10-Key Calculator
Fax Machine	Postage Meter
Typewriter	

D. Physical Demands:

1. Ability to tolerate physical demands specifically related to and necessary for performing all usual office routines and practices associated with a busy, productive office
2. Some lifting of boxes of copy machine paper (up to 50 pounds)
3. Deadline oriented position
4. Heavy paperwork load
5. Sitting for prolonged periods of time
6. Extensive computer use

E. Environmental Demands:

1. Air conditioned building
2. Fluorescent lighting
3. Ability to tolerate environmental demands specifically related to and necessary for performing all usual office routines and practices associated with a busy, productive office.
4. Numerous phone calls
5. Numerous interruptions

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relations to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

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