

CARBON COUNTY SCHOOL DISTRICT ONE
An Equal Opportunity Employer

POSITION: Payroll Clerk

LOCATION: Central Office/Business Office

REPORTS TO: Assistant Business Manager

Primary Purpose: 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.

Essential Functions:

- *Set up and maintain all vendors for payroll deductions*
- *Process Health Insurance enrollment, cancellation and billing*
- *Process HSA/HRA/FSA enrollment, cancellation and billing*
- *Process Life insurance enrollment, cancellation and billing*
- *Garnishments of payroll*
- *Completion of I-9's and verification of social security number with administration*
- *Prepare 941's and unemployment taxes*
- *Process Workers compensation, billing and claims*
- *Process Wyoming retirement contributions, enrollment and cancellation*
- *Prepare Monthly payroll*
- *Create annual W-2's for district employees*
- *Process Personal/sick/comp time buybacks*
- *Process Sick leave/personal leave exchange*
- *Knowledge of sick, personal, vacation, parental and other leave policies*
- *Knowledge of State and National Labor Law*
- *Prepare Lunch Reports*
 - *Receipt weekly lunch deposits*
 - *Prepare monthly lunch report*

- *Maintain sick leave banks, generate memos when assessment is required*

- *Process mail to and from appropriate departments*
- *Other duties as assigned.*

Required Qualifications:

- *High School diploma or equivalent*
- *College degree or a minimum of 4 years previous office experience preferred*
- *Competency in word processing, database, spreadsheets, record keeping, internet use, and appropriate software*
- *Ability to compose written material with accurate use of grammar, spelling, punctuation, calculate figures and percentages*
- *Ability to maintain information accurately*
- *Ability to work effectively with the public*
- *Ability to respond to the needs of all employees in a polite and professional manner*
- *Ability to take direction from several Administrators/Board members*
- *Ability to contribute to a positive office relationship*
- *Present a professional image and dress appropriately*
- *Be proficient in use of Infinite Campus.*

FLSA Status: Exempt

NOTICE OF NONDISCRIMINATION:

Carbon County School District #1 does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history) or any other basis protected by federal, state, or local law in its programs or activities. Inquiries regarding the District's non-discrimination policies are handled at 615 Rodeo St. Rawlins, Wyoming, 82301 by Tanya Wall, Director of Human Resources and Title IX Coordinator, (307) 328-9200, twall@crb1.net

EEO/AA/Vet/Disability Employer