

**TITLE:** DISTRICT OFFICE PAYROLL CLERK

**QUALIFICATIONS:** High school diploma or G.E.D.

Experience with payroll procedures and processes

Experience with office computer programs, procedures and equipment

Demonstrated interest in and aptitude for work to be performed.

**REPORTS TO:** Direct Supervisor as assigned

**JOB GOAL:** To ensure timely completion of monthly payroll duties, issuing of checks and the proper reports in compliance with district, state and federal rules, regulations and laws.

**SUPERVISES:** Assistant Payroll Clerk

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Enter employee data for the salary/payroll process.
2. Process timesheets and other payroll forms.
3. Utilize a variety of computer programs/equipment as required for the successful completion of the payroll process.
4. Print and distribute payroll checks.
5. Assist with maintaining appropriate accounting procedures and records.
6. Prepare documents and copies as needed.
7. Maintain employee and district confidentiality.
8. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

This position shall be considered in all respects "employment at will." The employment period (work year) and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the Superintendent or his/her designee(s) and at all times shall be subject to the rules, regulations and policies of the District as established by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are in writing and made available to the employee at the building principal's office and the District Administration Office.

The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

Post Falls School District is an Equal Opportunity Employer and does not discriminate or deny any services on the basis of age, race, religion, color, national origin, sex and/or disability.