

**Classified Personnel
Job Description**

POSITION TITLE: Assistant Payroll and Benefits Clerk

QUALIFICATIONS: Shall have skills in the operation of office machines.
Shall have skills in the operation of computer accounting.
Shall communicate effectively both orally and in writing.
Shall have skills in filing procedures.
Shall have skills in typing.
Shall have the ability to work with others and accept change when necessary.
Shall have a high school diploma or GED.

PHYSICAL REQUIREMENTS: Shall have the ability to sit, light lifting, stoop, any and all body movements as related to the job description.

RESPONSIBLE TO: Business Manager

GENERAL DUTIES: Shall react positively to directives.
Shall carry out assignments in a timely manner without undue checking.
Shall adhere to time schedules as set forth.
Shall have a willingness to work with both certified and classified staff.
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: Shall assist Payroll Clerk in processing payroll by use of established procedures and maintain a general working knowledge of payroll.
Shall assist Payroll Clerk in providing employees with pertinent information related to benefits.
Shall maintain appropriate records pertinent to major federal program approved budgets.
Shall process purchase requests by use of established procedures for assigned funds from start to successful conclusion.
Shall coordinate finance activities with other Business Office duties.
Shall communicate with supervisor and all of the parties to insure successful conclusion of business activities.
Shall maintain orderly files.
Shall perform any other duties as assigned by the supervisor.

DAYS OF EMPLOYMENT: 260 days (8 hours per day)

SALARY: Commensurate with the Ashland Independent Schools Classified Salary Schedule.

Upated 10/27/15