

Job Title: Business Services Clerk Non-exempt

Reports to: Business Director

Dept./School: Business Office

Primary Purpose:

- Assist the Payroll Coordinator in preparing payroll for the District, including related reports.
- Assist the Benefits Coordinator with administering the employee benefit programs.
- Assist with Records Management for all District Records.
- Administer the Workers Compensation Program for the District
- Administer the District AESOP program for the District

Qualifications:

Education/Certification:
High school diploma or GED

Knowledge/Skills:

- Skyward Software and AESOP Software
- Ability to work with numbers in an accurate and rapid manner.
- Operation of computer systems and business office machines and equipment.
- Ability to use personal computer and software to develop spreadsheets.

Ability to:

- Perform work without continuous supervision
- Prepare, evaluate, and review data reports
- Establish and maintain cooperative working relationships
- Effective communication and interpersonal skills

Training/Experience:

- Two years of school district paraprofessional progressively responsible experience in Skyward, AESOP, workers comp,; or any combination of training and experience that could likely provide the desired knowledge and abilities.

Major Responsibilities and Duties:

- Assist the Payroll Coordinator with preparing payroll
- Assist the Payroll Coordinator with True Time Timekeeping Administration
- Maintain the Affordable Care Act (ACA) record keeping requirement in Skyward for hours worked.
- Maintain the ACA record keeping requirements in Skyward for employee coverage requirement.

- Assist in preparation of the Affordable Care Act 1095 reports
- Coordinate the enrollment of employees that are hired after open enrollment is completed (to make sure we are in compliance with ACA requirements).
- Assist the Director of Business with District Record Keeping organization and maintenance of records.
- Backup for AESOP administration for the District
- Responsible for TRS reporting.
- Assist the Director of Business with records management.
- Maintain confidentiality of information.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, printer, fax machine, copier, and calculator.

Working Conditions:

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, and reach with hands and arms.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.