EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Payroll Clerk
Department	Payroll Department
Reports To	Payroll Manager
Classification	Classified
Location	Administration Building
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Payroll Clerk assists in processing the payroll of the school district, performs related data processing functions, and performs other related work as required. This position works with the ECASD employees, retirees, and the public. The expectation is to provide excellent customer service, effective communication, be dependable and maintain confidentiality in all situations. It is expected that the duties and responsibilities will be performed with a high level of accuracy. Candidates are expected to comply with the ECASD handbook.

Essential Job Functions

- Process time records.
- Process and enter data for payroll preparation.
- File documents.
- Effectively present information and respond to questions from employees, outside organizations, and the general public.
- Exercise sound judgment and make appropriate decisions in a manner consistent with essential duties and responsibilities.
- Interpret and communicate the various provisions of the payroll process.

Ancillary Job Functions

- Participate in developing department goals, objectives, and processes.
- Offer suggestions to improve processes.
- Other duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- More than one year of recent payroll and accounting experience in an organization of comparable size.
- Experience working in Microsoft Word and Excel.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Knowledge of federal, state, and department rules affecting payroll preparation.
- Proficiency in the use of payroll hardware and software.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to work independently.
- Ability to establish and maintain effective communications with district employees.
- Ability to function under pressure.
- Ability to demonstrate attention to detail and thorough completion of tasks.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at computer/desk for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Ability to communicate verbally and in writing so others will understand.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.