

TRUSSVILLE CITY BOARD OF EDUCATION
Job Description

POSITION TITLE: Payroll Clerk

QUALIFICATIONS: Minimum High School Diploma or Equivalent, General Secretarial/Bookkeeping knowledge. Payroll experience preferred.

JOB GOAL: To provide secretarial/bookkeeping services to the Directors

REPORTS TO: Director and/or Chief School Finance Officer

EVALUATION: Trussville City Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

Finance/Accounting:

Payroll/Personnel

1. Assists in collection, calculation, and entering of data to maintain payroll records.
2. Assists in ensuring the accuracy of employees' work hours and overtime.
3. Assists in balancing and submitting payroll deduction reports.
4. Assists in balancing and submitting all monthly, quarterly, and annual reports to the IRS, Department of Revenue and Department of Industrial Relations.
5. Assists in updating payroll records with changes in employee information or benefits.
6. Assists in balancing and submitting retirement and insurance reports.
7. Assists in ensuring all payroll operations comply with TCS Board policies and other legal requirements not limited to but including FSLA and FMLA requirements.
8. Ensures confidentiality of all records associated with position.
9. Prepares and submit COBRA forms.
10. Assists in the coordination of insurance and leave for all employees.

General

1. Assists CSFO as necessary - including the preparation of reports required for submission to the State Department of Education, Board Members and/or Superintendent.
2. Files and prepares documents and other reports as directed by the Board, Superintendent, Assistant Superintendent and/or CSFO
3. Cooperate with Auditors and assist in providing information pertaining to annual audit.
4. Attend meetings and analyze information relating to Local School Systems.

5. Demonstrates initiative and competence by engaging in professional development and exude professional ethics.
6. Demonstrates a high degree of professionalism and ethics, working cooperatively with the Board, the Superintendent, administrators, certificated and non-certificated personnel, parents, and students.
7. Demonstrates proficiency in written and oral communication.
8. Attends all meetings as required by the Superintendent.
9. Perform other duties as assigned by the supervisor.

Board Approved, Amended: March 17, 2025