

Attachment C-2

- TITLE:** Payroll Processor
- QUALIFICATIONS:**
1. High School graduate with significant business training. Further financial training is desirable.
 2. Proficient in the use of Microsoft Office applications and Google applications.
 3. Able to deal accurately with numbers including arithmetic and percentage problems.
 4. Able to adapt to new technology.
- REPORTS TO:** Payroll and Benefits Coordinator, School Business Administrator/Board Secretary
- JOB GOAL:** To accurately process payroll and attendance entry and any related financial costs associated with the same.
- PERFORMANCE RESPONSIBILITIES:**
1. Maintain new employee and adjustment forms for taxes, pension, health benefits, voluntary deductions, etc.
 2. Processing of all pension related requests and forms.
 3. Organize work schedule to ensure that payroll obligations are met on schedule.
 4. Maintain communications with the personnel office related to payroll topics.
 5. Assist in payroll procedures and related computer software operations.
 6. Knowledge of all union and non-union contracts.
 7. Maintain all attendance records for all staff members.
 8. Maintain records for all leaves of absence for all staff members.
 9. Process timesheets, extra pay, stipends and health benefit waiver payments for all district locations as assigned.
 10. Monitor the Payroll email account and reset passwords for the District Payroll Portal.
 11. Assists with completion of employment verifications.
 12. Cross train and be able to function as a back up for running payroll.
 13. Performs other duties as directed by the Payroll and Benefits Coordinator, School Business Administrator and Superintendent.
- TERMS OF EMPLOYMENT:** Twelve months per year.
Salary as determined by the Board of Education.
- EVALUATION:** Performance of this position will be evaluated in accordance with the Board of Education's policies and procedures on evaluation of administrative personnel.