



Job Description

Position: Payroll Clerk
Reports to: Business Manager
Term of Service: 12-month position, 7.5 hours per day

Qualifications:

An associate degree in a relevant field or relevant work experience preferred. Knowledge of payroll processing. Strong proficiency with Microsoft Office applications and financial management systems. Ability to maintain a high level of accuracy and confidentiality in preparing and entering payroll information; Knowledge of bookkeeping; Knowledge/experience in school business operations and ability to work cooperatively with people.

Responsibilities:

1. Process all aspects of biweekly payroll, including all entry into software system, calculations, pay adjustments, timesheet collection, direct deposit, etc. and related reporting.
 - a. New-hire Reporting
 - b. Retirement reporting (Voya)
 - c. HSA & SwiftMD enrollments
2. Implementation and payment of payroll deductions and related reporting.
3. Processing of fringe benefits deductions.
4. Quarterly Reports:
 - a. Federal Tax (941 & Schedule B)
 - b. Retirement processing of employer contributions
 - c. Unemployment
 - d. State Tax
 - e. Local Earned Income and Local Services Tax
 - f. Social security reconciliation (PDE 339)
5. Assist with workers' compensation, state and local audit.
6. Process all unemployment compensation requests for information. Communicate unemployment determination of benefits to Business Administrator.
7. Retirement (PSERS):
 - a. Process monthly demographic, contract and work reporting online.
 - b. Attend training sessions as requested
 - c. Process year-end service report

8. Assist staff with payroll changes, such as adjustments for leaves of absence, direct deposit requests, etc.
9. Keep employee records up-to-date by processing employee changes in timely fashion.
10. Maintain records of approved positions along with assigned salary grade levels and any changes thereof.
11. Prepare paperwork required to place employees on payroll including enrollment in health benefits.
12. Process COBRA notifications.
13. Process monthly health care premium payments and verify accuracy of the monthly billing
14. Maintain attendance and leave information on all employees. Post leave balances as provided in employment agreements in financial accounting and absence management software.
15. Maintain compensatory time records for support staff.
16. Complete requests for information and surveys about staff and salaries, etc.
17. FMLA Coordinator
18. Annually:
 - a. Process W-2s
 - b. Lump sum payroll processing
 - c. Open enrollment coordination
 - d. Fiscal year payroll rollover
 - e. Excess life insurance calculation
19. Assist sick leave bank representatives in day utilization and balance tracking.
20. Suggest and initiate modifications to improve workflow and/or procedures.
21. Perform other duties as assigned by the Business Administrator or Superintendent.

Physical Requirements:

Frequent walking throughout various buildings
 Often sitting at desk for extended periods
 Standing for limited periods of time
 Moderate lifting from 15 to 30 pounds
 Some carrying - up to 30 pounds
 Manual dexterity to use office equipment
 Repetitive movement of fingers and hands for keyboarding

Temperament:

Ability to work as a member of a team
 Must be courteous and able to effectively communicate with staff
 Must be cooperative, congenial and service-oriented, and promote these qualities in the district
 Ability to work in an environment with frequent interruptions