USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **CLERK - BENEFITS**

SUPERVISOR: Assistant Superintendent of Business and Finance

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Computer skills.
3. Working knowledge of office equipment.
4. Telephone skills.
5. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Post salary and hourly wages for the purpose of insuring accuracy of each employee's base salary.
2. Gather and compute hourly time cards for the purpose of ensuring accuracy and adherence to procedures prior to processing.
3. Post and manage leave to ensure that each employee is aware of his/her leave available and leave used.
4. Post and process all payroll withholdings for the purpose of accountability of items withheld from each employee's check.
5. Enter monthly payroll for the purpose of ensuring that employees are paid accurately and timely, and that all accounting procedures are maintained.
6. Cut and distribute checks for the purpose of authorizing timely payment.
7. Cut voucher checks for payroll deductions to ensure accurate accounting.
8. Run monthly reports for the purpose of ensuring records are current and to provide an up-to-date reference and audit trail for compliance.
9. Call in state, federal, unemployment and KPERS withholdings for the purpose of providing necessary information to local, state, and federal agencies.
10. Process salary protection claims for the purpose of ensuring accuracy and adherence to procedures prior to processing.
11. Complete quarterly, yearly tax and KPERS reports to ensure records are current and provide an up-to-date reference and audit trail for compliance.
12. Print and distribute W2 information for the purpose of ensuring that all employees receive the proper information to complete any State and Federal forms.
13. Process annual open enrollment sheets for the purpose of communicating current benefit information to the district's employees.

14. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
15. Perform other duties assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 09/22/2008