

<b>Job Title:</b>	<b>PAYROLL &amp; ACCOUNTABILITY CLERK</b>
<b>Department:</b>	Human Resources
<b>Reports to:</b>	Superintendent
<b>Classification:</b>	Non-exempt / Support Staff
<b>Employment:</b>	12 months / At-will
<b>Evaluation:</b>	Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

## **SUMMARY**

This position performs job duties related to human resources functions that are essential to the operation of the school district. The Payroll & Accountability Clerk shall possess the ability to work with all district level administration, dealing with confidential, sensitive matters. He/she shall be a self-motivated worker, and possess payroll, computer skills (Microsoft Office), keyboarding, note taking, language arts (proper use of English), records management skills, knowledge of personnel benefits, social security information, PEERS/PSRS retirement information, and fair labor wage act.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

1. Performs the payroll and benefits functions for the Logan-Rogersville R-VIII School District in a timely and accurate manner.
2. Types, copies, and files various school district records in a timely manner.
3. Demonstrates high proficiency in oral and written business communication.
4. Receives all visitors and phone calls in a friendly, warm and engaging manner.
5. Assists and demonstrates positive support for fellow office personnel.
6. Prioritizes work and maintains flexibility.
7. Utilizes computer programs for processing data effectively.
8. Demonstrates general knowledge of school accounting related to payroll and benefits.
9. Has general knowledge of school accounting codes.
10. Exhibits ability to balance monthly payroll accounting records.
11. Maintains payroll reports, contracts, time logs, absences, insurance, retirement, federal/state and unemployment quarterly reports, W-2's and other appropriate documents.
12. Assists personnel with insurance, retirement needs and other payroll support.
13. Prepares documents for audit and prepares and reconciles End-of-Year Reports.
14. Assists Executive Administration with payroll budget accounts.
15. Assists accounts payable bookkeeper in reconciling bank statement.
16. Maintains confidential nature of all school-related matters.
17. Demonstrates knowledge of the fair labor wage act.
18. Maintains confidential nature of all school-related matters.
19. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

20. Prepares and uploads MOSIS files to DESE website.
21. Monitors and updates Core Data on DESE website.

## **SUPERVISORY DUTIES**

1. N/A

## **QUALIFICATIONS**

### **Background Checks**

Clearance on all background checks required by law that is satisfactory to the Administration.

### **Education/Experience**

A minimum of a high school diploma (or its equivalent), in-depth knowledge of human resource functions, including payroll processing, knowledge of personnel benefits and retirement regulations.

### **Certificates, Licenses, Registrations**

N/A

## **SKILLS AND ABILITIES**

### **Language**

Communication (written and verbal) skills – high proficiency

### **Computation**

Math skills - high proficiency

### **Reasoning**

Reasoning skills such as investigating and fact gathering, problem-solving and the ability to interpret and follow directions are critical to job performance – high proficiency

### **Technology**

Payroll/Accounting software; Microsoft Office (including Word, Excel) – high proficiency

### **Additional Skills and Abilities**

Retirement, social security, fair labor wage act.

## **PHYSICAL DEMANDS**

*The physical demands described here 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.*

### **Physical Requirements**

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

### **Hours / Attendance / Travel**

37.5 hours per week, Monday through Friday, Beginning and ending time set by supervisor. Outside of the normal Monday through Friday work hours, this position may require irregular hours as necessary to meet deadlines. Overtime hours may be necessary, with approval of administration.

Regular attendance is an essential function of the job.

Some travel is required – occasional inter-district mail pick up/delivery rounds, and other travel as necessary.

### **CONDITIONS AND ENVIRONMENT**

***The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.***

Office environment: Typical

Deadlines: Frequent

Risk of injury: Minimal

Noisy environment: Routine (visitors, phones, bus radio)

Distractions: Routine (visitors, phones, bus radio)

Exposure to disease: Minimal, sporadic

Outdoor work: Rare

*As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.*