

**JOB TITLE:** **District Payroll Clerk**

**REPORTS TO:** Superintendent

**QUALIFICATIONS:**

1. Three to five years experience in accounting and payroll preparation.
2. Knowledge of computer usage and application, as well as various office machines and telecommunications equipment.
3. Personality conducive to working with the public, staff, and administration on a daily basis.
4. Must possess good spelling, math, typing, and filing skills.
5. Health Certificate on file in the Central Office (after employment offer is made).
6. Desire to continue career improvement by enhancing skills and job performance.

**JOB GOAL:**

Responsible for all aspects of district payroll: 1) ensuring accuracy and conformity to state/federal regulations and district policies, 2) maintaining current personnel files on each employee, and 3) ensuring timely and proper filing of necessary reports.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide office and clerical support to assist with the efficient operation of the school district.
2. Assist other Central Office staff in maintaining the financial books and accounts of the district to ensure accurate accounting of receipts and disbursements.
3. Preparation of district payrolls, maintaining financial accounting of the district to ensure all payroll aspects are properly accounted for.
4. Handle all personnel-related matters in a professional, cooperative, and confidential manner.
5. Preparation of separate monthly payrolls for classified and certified employees.
6. Preparation of time cards for monthly payrolls for appropriate employees.
7. Coordinate an annual transmission schedule with bank for direct deposit of payroll.
8. Process all direct deposit applications, pre-notify bank, deliver to bank direct deposit disk 2-4 days prior to payday.
9. Enter changes regarding W-4's, TSA's, insurance, etc. for each employee.
10. Create payroll reports for FICA, Unemployment, KPERs, Federal, and State withholding
11. Ensure all electronic fund transfers are completed accurately and within the time limits required so as not to incur penalties or fines.
12. Serve as Designated Agent for KPERs. Process requests for retirement benefits and withdrawal of funds, beneficiary changes, and name/location changes for all district employees.
13. Process 1095's for employees.

14. Process W-2's for each employee.
15. Maintain all confidential personnel files; generating computer documentation of all pertinent personnel records.
16. Prepare paperwork for new employees and appropriate documents for their employment.
17. Assist new employees in completion of necessary district, state, and federal forms.
18. Preparation and processing of paperwork involving any change in status of employees, including transfers, termination, and any salary adjustments.
19. Ensure that all payroll information is maintained and available in report form for state and district auditors, working with auditors in a professional and cooperative manner.
20. Deduction of annuity payments from employee's checks, reconciling all billings.
21. Serve on district health insurance committee.
22. Deduction of health insurance premiums, reconciling monthly billings. Submission of all change forms, terminations, and new enrollment forms.
23. Verification that each employee has submitted a Section 125 form and that all forms have been completed at open enrollment for insurance, etc.
24. Maintain records for teacher evaluations.
25. Maintain records of leave for each employee.
26. Calculation of annual leave buy-back for each employee, with payment at end of employee's regular school work year.
27. Maintain a current listing of substitute teachers.
28. Preparation of Central Office bank deposits, making these deposits in a timely manner according to current administrative procedure.
29. Maintain district petty cash checking account, reconciling monthly.
30. Serve as deputy clerk, taking minutes at BOE meetings in the absence of the Clerk of the Board.
31. Maintain records of teacher certification, expiration dates, etc.
32. Maintain current file of emergency contacts for each employee.
33. Ensure that all financial activities conform to state/federal/district guidelines.
34. Communicate and work effectively and cooperatively with members of the school district and community.
35. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
36. Ability to operate all equipment appropriately as required.
37. Support the value of an education.
38. Work to implement the vision and mission of the district.
39. Assist in answering the Central Office telephone and greeting visitors when necessary.
40. Give general support to the Technology Director and Special Education Director.

41. Keep abreast of new information, innovative ideas and techniques.
42. Observe and follow all school district policies at all times.
43. Respond to information requests in a cooperative, courteous, and timely manner.
44. Keep student and personnel information and records confidential.
45. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
46. Perform other tasks and assume other responsibilities as directed by the Superintendent.

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

1. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasionally requires stooping, bending, and reaching.
4. Must work in noisy and crowded environments at times, with numerous interruptions.
5. May be required to make bank deposits, run errands, deliveries, purchase supplies, etc. by using a USD #244 vehicle, or in the event one is not available, will use personal vehicle upon request, to be reimbursed by the current board-approved mileage reimbursement rate.