

TITLE: Payroll Clerk

REPORTS TO: Superintendent

FAIR LABOR STANDARDS ACT (FLSA): Non-Exempt. This position is an hourly position.

QUALIFICATIONS:

I. General

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. Ability to perform with speed and accuracy.
4. Understand and carry out oral and written directions.
5. Establish and maintain cooperative and effective working relationships with staff and patrons.
6. Such alternatives to the above as the Superintendent may find acceptable.
7. Must be proficient in English both oral and written.

II. Education

1. High School diploma plus additional education and/or training.
2. Demonstrated abilities in supervision, judgement, confidentiality and ability to organize and work with a minimum of supervision.
3. Such alternatives to the above as the Superintendent may find acceptable.

JOB GOAL: To efficiently handle all phases of payroll accounting.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties

1. Oversees all payroll accounting responsibilities under the direction of the Superintendent.
2. Types, calculates, and computes with speed and accuracy.
3. Participates in training required to stay abreast of new accounting, payroll, and/or computer developments.
4. Efficiently performs all payroll accounting responsibilities including, but not necessarily limited to:
 - A) compute time worked;
 - B) computing, record-keeping, and sending in required forms for income taxes, Social Security, workmen's compensation, payroll deduction, payroll direct deposits, insurance coverage, retirement, annuities and other investment vehicles, and other payroll-related items.

- C) maintains records covering all deductions.
- D) submits timely payroll reports to appropriate governmental agencies.
- E) assists in the preparation of records for the district's annual audit.
- 5. Reconcile payroll records and other accounting procedures as needed.
- 6. Gives a bond in such sum as shall be required before entering on the duties of office, the premium on such bond to be paid by the District.
- 7. Assist the Superintendent in the preparation of periodic surveys of Government Employment Bureau of Census reports.
- 8. Serves as Food Service Coordinator and Eligibility Official. Completes all reports to Oregon Department of Education, maintains all National School Lunch Program/School Breakfast Program records.
- 9. Follows all District policies and those contained in the appropriate district handbook.
- 10. Such other duties as may be assigned by the Superintendent.

III. Timeliness

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

- 1. Turns in time sheet as required.
- 2. Returns requests for information by the date and time specified.
- 3. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
- 4. Arrives on time and work scheduled hours.
- 5. Notifies the Superintendent in the event of illness.
- 6. Promptly informs the Superintendent of problems that need attention.

Physical Qualifications: 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 the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment: The Payroll Clerk will be employed for up to 12 months per year. Wage and benefits as negotiated with the Board of Directors.

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

MONROE SCHOOL DISTRICT #1J
POSITION DESCRIPTION

CODE: GAB-Form-83
APPROVED: 06/10/96
REVISED: 01/13/20
REVIEWED: 02/17/07

Evaluation: Performance of this position will be evaluated annually.

Reviewed by: _____ **Date:** _____