

JOB TITLE: **PAYROLL/BENEFITS CLERK**

REPORTS TO: DIRECTOR OF FINANCE

SALARY SCHEDULE: CLASSIFIED SALARY SCHEDULE C3

CLASS CODE: 7191

Scope of Responsibilities

Assumes responsibility for performing all payroll and benefits functions and clerical duties as needed.

Performance Responsibilities

1. Maintains accurate financial and benefits records and follows all Redbook guidelines/procedures.
2. Keeps system(s) of payroll and benefit records as prescribed by the local Board of Education and in compliance with all relevant local, state and federal laws/regulations.
3. Prepares salary schedules, extra service/stipends schedules and all related forms.
4. Compiles payroll and benefits reports and reconciles all statements.
5. Operates standard office equipment machines including computers, typewriter, adding machine, calculator, copier, and other office machines.
6. Assist the Director of Finance and Director of Human Resources in all assigned areas of payroll and benefits.
7. Maintain integrity of database in order to ensure accuracy of financial and personnel records.
8. Maintain safeguards to assure accuracy of work
9. Provide accurate required reports in areas of responsibility in a timely fashion.
10. Assist other department personnel as time/work load permits.
11. Others duties as assigned by the Superintendent.

Minimum Qualifications

1. High School Diploma, G.E.D. Certificate
2. Have physical abilities to perform job
3. Have no immoral or criminal history
4. Have experience and knowledge of payroll and benefits skills
5. Have the ability to work with other staff members
6. Ability to maintain required confidentiality

Desirable Qualifications

1. Demonstrated ability to assist in preparation of budgets, payroll and benefits enrollment
2. Working knowledge of word processing, Munis and computer operations

3. Payroll skills, benefits onboarding, bookkeeping training and experience with federal, state and local forms and reports.

Physical Demands

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.