



## **PAYROLL ASSISTANT**

### **GENERAL RESPONSIBILITIES**

Process all information necessary to ensure that employees are paid in an accurate and timely fashion. This includes handling voluntary and involuntary deductions, time sheets, overtime, and leave adjustments.

### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Communicate with employees to research and answer questions regarding salary changes, adjustments, benefits, garnishments, etc.
- Analyze, compute, and enter salary changes (i.e. promotions, terminations, bus driver runs, set-up new employees), overtime and additional hours.
- Enter changes to employee payroll records (direct deposits, annuities, name changes, etc.).
- Compute monetary changes due to overuse of sick/annual leave. Enter additional payments (travel reimbursements, tuition reimbursements, etc.).
- Calculate, key, total and balance substitute payrolls. Set-up new substitutes. Contact schools when sub is not an approved substitute teacher.
- Verify and balance each school or department, balance check register and submit for payroll run.
- Provide account breakdown information for each payroll to Treasurer's office and other persons requiring that information.
- Process checks- package by order of school and route for delivery.
- Process tax liens, garnishments, child support and send payments to appropriate regulatory agencies.
- Maintain payroll records for contracted employees.
- Create reports for information pertaining to retirement and payroll.
- Process retirement forms.
- Place stop payments and issue replacement checks.
- Generate manual payroll checks for employee when necessary.
- Create computer software applications to aid job functions of payroll clerks.
- Provide technical support for software questions/problems.
- Perform related work as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Basic knowledge of accounting principles and procedures; thorough knowledge of standard office procedures, practices and equipment; general knowledge of accounting principles and related data processing equipment; ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; communication skills for relaying financial information to federal, state and local agencies with tact and diplomacy; ability to apply microcomputer skills to software packages for complex tasks; ability of attention to detail.

### **EDUCATION AND EXPERIENCE**

#### **Required:**

High School Diploma or GED.

Computer training including word processing and spread sheets.

Experience with payroll for large volume of employees in a group setting.

Completion of some business courses.

Proficient with 10 key calculators.

#### **Preferred:**

A comparable amount of training and experience maybe substituted for the minimum qualifications.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, standing, grasping, fingering, repetitive motion, and reaching. Occasional walking, bending, and stooping. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 6/00, 7/20
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