

TITLE: PAYROLL / BENEFITS CLERK

QUALIFICATIONS:

- High school or GED equivalent required;
- Three years payroll experience required or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of the position;
- Knowledge of current office practices and procedures, customer service techniques, English grammar and punctuation, accounting and bookkeeping record keeping practices and procedures
- Operate standard office equipment and a computer and job-related software applications for word processing, spreadsheets, and other required applications
- Communicate effectively both orally and in writing
- Respond courteously to customer and vendor inquiries
- Perform multiple tasks simultaneously, including handling interruptions and return to and complete tasks in a timely manner
- Perform duties accurately and efficiently under time sensitive deadlines
- Establish and maintain effective working relationships with other District employees, supervisory personnel, vendors and the public.
- Such alternatives to the above as the Superintendent may find appropriate and acceptable.

REPORTS TO: Financial Specialist

JOB GOAL: The Payroll / Benefit Clerk performs a variety of technical and accounting duties involved in processing the District's payroll and insurance payments, including calculating all wage assignments, reconciling payroll against submitted time sheets and payroll data, calculating and remitting all applicable withholding liabilities, and state and federal reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews timesheets, conducts preliminary edit of time entered, processes payroll calculations, and conducts review of reports and paychecks. Ensures accuracy, completeness, authorization and adherence to regulations and guidelines.
- Reviews pay data, including time sheets, contracts, stipends, and leave of absence to ensure accuracy, completeness, and proper authorization.
- Maintains complete confidentiality, within guidelines, of all payroll records and reports.
- Develops and maintains payroll data base and records including establishing payroll processing pay periods, employee payroll history and deductions, tax tables and deduction grids.
- Calculates and remits all applicable withholding liabilities on a timely basis, including quarterly and annual federal and state payroll reporting returns, FICA, Medicare, retirement, insurance, wage garnishments, child support and other related charges.
- Ensures regulatory compliance of payroll system to all applicable governmental agencies' and banking guidelines, policies, and procedures.
- Calculates, prepares, sorts and disburses accurate paychecks for District's payroll.
- Responds to payroll and benefit related requests for information from District employees and from outside agencies.
- Collects new employee benefit packets and processes that information into the payroll software system.
- Researches and remains current on federal and state payroll tax law changes, pension, benefit, and other applicable laws and regulations affecting payroll administration.
- Answers incoming phone calls and greets walk-in customers, provides general information to the public, answers questions and inquiries, and provides specific information about payroll and benefits.
- Prepares, distributes and maintains a variety of documents, spread sheets, correspondence, log sheets, applications and related documents.
- Provides data entry services, faxing, typing and filing in support of department functions.
- Cross train Human Resource Clerk in payroll functions.

- Serves as back up to Sub Coordinator when needed.
- Cross trains and serves as back up for Accounts Payable Clerk when needed.
- Prepares, distributes and processes all Cobra benefit data.
- Reconciles payroll liabilities to the general ledger.
- Assists in administration of District health insurance and benefits program.
- Provides information to personnel regarding active benefits, payroll data and payroll history.
- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Follow oral and written instructions and observe District, State, and federal policies and procedures.
- Follow all Board-approved policies, safety rules, and regulations.
- Attend in-services and training sessions.
- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Other duties as assigned

PHYSICAL DEMANDS: While performing the duties of this job, the employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; operate a keyboard and type, operate standard office equipment, lift or move objects that weigh up to 25 lbs and to work in an office environment. This job requires performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping and reaching.

TERMS OF EMPLOYMENT: The employment period shall be for twelve (12) months with vacations as specified in District Policy. Salary determined by the current district salary schedule.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are made available to the employee on the school district website: www.cassiaschools.org.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board’s policy on evaluation of nonprofessional personnel.

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

EMPLOYEE ACKNOWLEDGEMENT: I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

Employee Signature

Date

January 5, 2016