

JOB TITLE: PAYROLL CLERK
RESPONSIBLE TO: CHIEF SCHOOL FINANCIAL OFFICER (CSFO)
FLSA Status: _____ non-Exempt
JOB GOAL: Assists in the administration of the system's business affairs

QUALIFICATIONS:

1. High school diploma or equivalent
2. Associated degree in business/personnel related field preferred
3. Previous experience in accounting systems with knowledge of general office procedures related to organization, filing, preparation of documents, etc. preferred

JOB DUTIES AND RESPONSIBILITIES:

1. Assists in receiving and computing payrolls
2. Assists in maintaining leave records for all employees
3. Assists in the preparation of tax deposits, withholding and other payroll reports
4. Maintains files for payrolls, retirement, and other documentation
5. Updates computer files for payroll related changes
6. Prepares withholding, social security, and tax returns
7. Performs other related duties as assigned

TERMS OF EMPLOYMENT: 12-months (240 days) 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines