

**PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: PAYROLL CLERK

File 205

Reports to: Treasurer

Job Objectives: Assists the treasurer with the timely processing of employee wages, payroll taxes, and benefits.

Minimum Qualifications:

- ☐ High school diploma and a satisfactory pre-employment skill test score.
- ☐ Post-secondary training in accounting is desirable.
- ☐ Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- ☐ Documentation of a clear criminal record.
- ☐ Proficient in office protocol and the use of business equipment.
- ☐ Proficient in the use of word-processing, spreadsheets, and database software applications.
- ☐ Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- ☐ Bookkeeping skills and the ability to compute mathematical data accurately.
- ☐ Multitasking ability and strong interpersonal skills.
- ☐ Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- ☐ Performs clerical duties. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- ☐ Becomes familiar with the state required Uniform School Payroll System (USPS).
- ☐ Upholds board policies and follows administrative procedures.
- ☐ Promotes a favorable image of the school district.
- ☐ Serves as a liaison to staff, vendors, and the public.
- ☐ Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- ☐ #4 person to answer the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- ☐ Respects personal privacy. Maintains the confidentiality of privileged information.
- ☐ Helps process incoming, outgoing, interoffice mail and faxes.
- ☐ Becomes familiar with negotiated agreements and board policies that impact payroll.
- ☐ Maintains wage and benefit records.
- ☐ Maintains authorization forms for payroll deduction (e.g., tax withholdings, retirement contributions, etc.).
- ☐ Becomes familiar with tax sheltered annuity regulations. Processes payroll deductions and forwards payments to companies.
- ☐ Maintains personal/family leave and vacation records.

- ☐ Processes the payroll. Verifies time sheets. Calculates gross wages. Reconciles payroll records each pay period.
- ☐ Distributes paychecks or direct deposit confirmations forms as directed.
- ☐ Maintains payroll records for all monthly, quarterly, and annual reports. Verifies the timely payment of payroll taxes and the completion of all required reports.
- ☐ Prepares employee W-2 forms.
- ☐ Prepares Ohio Bureau of Employment Services reports.
- ☐ Prepares School Employees Retirement System and State Teachers Retirement System reports..
- ☐ Verifies employment for authorized inquiries (e.g., loan applications, etc.).
- ☐ Uses the computerized accounting system to prepare complete and systematic financial records. Works cooperatively with auditors.
- ☐ Provides information for the preparation of annual financial reports that comply with generally accepted accounting principles (GAAP).
- ☐ Works with the treasurer to periodically discard archived records following the records retention and disposal schedule adopted by the board.
- ☐ Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- ☐ Reports evidence of suspected child abuse as required by law.
- ☐ Cross-trains with other office staff. Offers assistance when needed.
- ☐ Keeps current with advances in office technology. Updates office procedures.
- ☐ Participates in staff meetings and professional growth opportunities as directed.
- ☐ Accepts personal responsibility for decisions and conduct.
- ☐ Strives to develop rapport and serve as a positive role model for others.
- ☐ Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- ☐ Demonstrates professionalism and contributes to a positive work environment.
- ☐ Performs prescribed activities efficiently with limited supervision.
- ☐ Reacts productively to interruptions and changing conditions.
- ☐ Effectively uses verbal, nonverbal, writing, and listening skills.
- ☐ Completes paperwork accurately. Verifies and correctly enters data.
- ☐ Maintains an acceptable attendance record and is punctual.
- ☐ Travels to meetings and work assignments.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- ☐ Duties may require lifting, carrying, and moving work-related supplies/equipment.
- ☐ Duties may require operating and/or riding in a vehicle.
- ☐ Duties may require performing repetitive tasks quickly.
- ☐ Duties may require prolonged use of a computer keyboard and monitor.
- ☐ Duties may require standing, reaching, bending, crouching, and/or kneeling.
- ☐ Duties may require working extended hours.
- ☐ Duties require working under time constraints to meet deadlines.
- ☐ Potential for exposure to adverse weather conditions and temperature extremes.

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- ☐ Potential for exposure to blood-borne pathogens and communicable diseases.
- ☐ Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

Board Revised: 10/27/05