

**NORTHWESTERN LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: PAYROLL DIRECTOR

File 206

Reports to: Treasurer and/or assigned supervisor

Job Objective: Processes payroll and benefit transactions. Performs staff EMIS reporting.

Minimum Qualifications:

- High school diploma or GED. Data processing skills verified by training or work experience.
- Comprehensive understanding of school district accounting standards.
- Advanced office-related technology skills deemed essential at the time of hire.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Follows complex instructions. Recognizes and corrects errors independently.
- Maintains a record free of criminal violations that would prohibit public school employment.

Essential Functions:

- 1. Performs employee payroll/benefit functions and ancillary duties that facilitate the timely attainment of district objectives. Keeps informed about program and procedure changes.**
 - Collects and organizes information. Confirms data to prevent entry errors. Prepares documents using database, presentation application, spreadsheet and word processing software.
 - Maintains an effective records management system. Files and retrieves information.
 - Completes assigned tasks within required time-frames.
 - Collaboratively develops effective solutions for work-related problems.
 - Processes payrolls with contract salaries and time sheet calculations.
 - Processes and maintains payroll deduction payments and records.
 - Processes and maintains monthly/quarterly/annual tax reporting.
 - Processes and maintains monthly retirement reports.
 - Processes and maintains monthly insurance reports/payments.
 - Processes benefits for new and current employees.
 - Produces staff contracts and salary notices.
 - Maintains personnel files and staff work calendars.
 - Processes and maintains staff attendance records.
 - Maintains staff EMIS reporting.
 - Processes employment verifications.
 - Processes and maintains staff tuition reimbursement records.
- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Maintains the confidentiality of privileged information.
- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Provides prompt notification of personal delays or absences.
 - Refers policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to use task-appropriate technology effectively.
- 5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.**
 - Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- 6. Performs other specific job-related duties as directed.**
 - Helps implement workplace initiatives that advance organizational goals.

- Working Conditions:** Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***
- Encounters with angry, rude and/or unpleasant individuals.
 - Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
 - Exposure to blood-borne pathogens and/or communicable diseases.
 - Exposure to weather conditions and/or temperature extremes.
 - Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
 - Operating and/or riding in a vehicle. Working in or near vehicular traffic.
 - Performing difficult tasks that require dexterity, physical strength and stamina.
 - Traveling to meetings and work assignments.
 - Working at heights, in confined spaces and/or under diminished lighting.

The Northwestern Local School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements.