

MILLER CITY-NEW CLEVELAND LOCAL SCHOOL DISTRICT
JOB DESCRIPTION
PAYROLL SPECIALIST

TITLE: PAYROLL SPECIALIST

CONTRACT DAYS: 240 Days, 7 Hours/Day

REPORTS TO: TREASURER

JOB OBJECTIVE: Assists with the effective operation of the treasurer's office. Addresses issues that arise during the absence of the treasurer within the limits prescribed by law.

MINIMUM
QUALIFICATIONS: Associates Degree in Accounting or Business Preferred
Meets all mandated health requirements
Documentation of a clear criminal record
Bookkeeping skills and ability to compute mathematical data accurately
Experience with governmental fiscal operating procedures is desirable
Proficient in the use of automated financial data processing systems
Proficient in office protocol and use of information technology systems
Proficient in data entry, spelling, proofreading, and correct grammar use

RESPONSIBILITIES: 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 assigned duties required for the effective operation of the treasurer's office.
- Performs administrative support duties. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention and efficient retrieval of office records.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Uses a computer to prepare and process information, and becomes efficient in any other programming or technology required by the treasurer to effectively perform financial department duties.
- Verifies the accuracy of database information as directed.
- Helps gather information and assists in grants/foundation proposals as directed.

- Processes the payroll using state approved software
- Distributes paychecks or deposit confirmation forms.
- Participates in staff meetings and professional growth opportunities as directed.
- Performs other specific job-related duties as directed
- Updates and Maintains Staff Employment Data for EMIS

SKILLS:

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

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately and verifies and correctly enters data.
- Maintains an acceptable attendance and is punctual.
- Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

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

- Duties may require working under time constraints to meet deadlines.
- Duties may require prolonged use of a computer keyboard and monitor.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Job performance is evaluated according to the policy provisions adopted by the Miller City-New Cleveland Local School District Board of Education.

The Miller City-New Cleveland Local 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.