

# USD 313 ADMINISTRATIVE SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **PAYROLL CLERK / TREASURER**

SUPERVISOR: Business Manager

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

**QUALIFICATIONS:**

1. High School diploma or equivalent
2. Computer skills
3. Strong customer service orientation
4. Detail oriented
5. Working knowledge of office equipment
6. Must possess respect for confidentiality
7. Good communication skills
8. Positive attitude toward learning new skills and desire to continue career improvement.

**ESSENTIAL FUNCTIONS:**

1. Gather and compute hourly timesheets for the purpose of ensuring accuracy and adherence to procedures prior to processing.
2. Post salary and hourly wages for the purpose of insuring accuracy of each employee's base salary.
3. Post and manage leave to ensure that each employee is aware of his/her leave available and leave used.
4. Post and process all payroll withholdings for the purpose of accountability of items withheld from each employee's check.
5. Enter monthly payroll for the purpose of ensuring that employees are paid accurately and timely, and that all accounting procedures are maintained.
6. Process direct deposit and cut and distribute checks for the purpose of authorizing timely payment.
7. Cut voucher checks for payroll deductions to ensure accurate accounting.
8. Run monthly reports for the purpose of ensuring records are current and to provide an up-to-date reference and audit trail for compliance.
9. Call in state, federal, and unemployment withholdings for the purpose of providing necessary information to local, state, and federal agencies.
10. Process salary protection benefits for the purpose of ensuring accuracy and adherence to procedures prior to processing.
11. Complete quarterly and yearly tax reports to ensure records are current and provide an up-to-date reference and audit trail for compliance.
12. Print and distribute W2 information for the purpose of ensuring that all employees receive the proper information to complete any State and Federal forms.
13. Process daily/monthly bank reconciliation on all accounts.
14. Reconcile and transfer monies for the online payment system for the district.
15. Process any investments.
16. Pay any bond payments / bond indebtedness.
17. Manage the district Petty Cash Account.
18. Serve as the Alternate KPERS Designated Agent, attending meetings and being prepared to assist as needed.

19. Participate in the onboarding process of new certified and classified personnel to be sure that all payroll paperwork is properly completed.
20. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
21. Perform other duties assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires prolonged sitting and use of equipment including repetitive motions and computer eye fatigue.
3. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 8/8/2016