

JOB DESCRIPTION

TITLE: Payroll - Level I

QUALIFICATIONS:

1. High School Diploma or its equivalent.
2. Experience with computerized generated accounting procedures.
3. Skill with general office machines (e.g. 10-key calculator, variety of computers).
4. Bookkeeping skills experience and knowledge beyond basic bookkeeping.
5. Good health, ATTENDANCE, and high moral character.
6. Must be accurate, efficient, and capable of handling detailed work assignment.
7. Ability to get along and communicate with staff, administrators, public and others.
8. High degree of proficiency in office procedures, typing and machines.
9. Must maintain confidentiality at all times.
10. Knowledge and practical experience regarding basic computer skills, including Microsoft Word and Excel Programs.
11. Ability to work independently and make decisions in accordance with established policies and regulations.
12. Good health, high moral character and good attendance record.

REPORTS TO: Business Director

JOB GOALS: To assure the smooth, efficient and accurate operation of regular payroll and special district payroll operations and all fringe benefits of employees.

ESSENTIAL FUNCTIONS:

1. Responsible for payroll systems coordination.
2. Process regular and special payroll runs.
3. Process completed checks for distribution.

4. Responsible for proper coding, account distribution, and taxes.
5. Maintain district payroll files.
6. Work with the Personnel Office in processing all contracts, contract changes, and adjustments as approved by Board of Education.
7. Responsible for all payroll reports, state taxes, federal taxes, unemployment and retirement.
8. Responsible for the distribution of monies to annuity companies, health insurance, retirement, union dues, and any other payroll deductions.
9. Responsible for Michigan Public School Employees Retirement System (MPSERS) new and terminated employee forms, monthly reports and quarterly reports.
10. Perform other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

1. Assist the Director of Business in preparation of budgets and audits.
2. Perform emergency bookkeeping duties in the absence of the bookkeeper.
3. Reconcile General Fund bank statements.
4. Conducts other duties related to the payroll secretary's duties as assigned by the Director of Business.

TERMS OF EMPLOYMENT: 12 months per year
Eight (8) hours per day
Salary per negotiated agreement

EVALUATION: Annually, by the Director of Business