



Job Description **Payroll Clerk**

Position: Payroll Clerk

Summary: The Payroll Clerk is responsible for the preparation, recording, disbursing, and reporting of payroll transactions for 700 employees semi-monthly. This position is a 52 weeks per year and 40 hours per week.

Salary and Benefits: \$41,543 - \$61,671 – Competitive Package – Commensurate with education and experience plus health, dental, vision, and life insurance.

Reports to: Chief Financial Officer

Essential Duties and Responsibilities

Note: *These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not constructed as an exhaustive list of all duties that may be performed by such a person.*

Duties and Responsibilities

1. Collecting data and processing an accurate payroll
2. Transmitting the direct deposit file in a timely manner
3. Making the federal and state electronic tax payments in a timely manner
4. Filing the Office of Retirement Systems semi-weekly reports in a timely manner
5. Filing quarterly and yearly federal 941's and yearly W-2's in a timely manner
6. Keeping employee data updated
7. Processing employee deductions in an accurate and timely manner
8. Keeping employee payroll records in an organized, consistent manner
9. Affordable Car Act reporting
10. Edustaff substitute expenditure billing

Qualifications:

1. Associates Degree in Accounting is required.
2. Previous experience with payroll, accounting systems, and electronic spreadsheet development.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit or stand for long periods of time. The employee must occasionally lift and/or move up to 25 pounds of files, paper, or

other related equipment or supplies. There is occasional stooping, bending, and reaching. Close vision is required to perform computer related tasks.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

Grand Ledge Public Schools shall provide equal opportunity and shall not discriminate in matters of employment or enrollment on the basis of age, religion, race, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, color national origin, gender/sex, sexual orientation, gender identity, disability, height, weight or marital status in its programs, services or activities.