

**ADMINISTRATIVE ASSISTANT
PAYROLL**

JOB SUMMARY

Under general supervision, performs secretarial and clerical services to support the personnel/payroll.

QUALIFICATIONS

- High school diploma (or GED)
- One year experience so that with appropriate training, service may be provided in the specific role for which employed
- Knowledge of typing, office machines, and computers
- Ability to function in a variety of word processing, database, and spreadsheet programs
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Payroll Personnel Director
- Receive telephone calls; screen, handle or refer routine calls as necessary; determine and collect information necessary to process calls
- Prepare correspondence, memorandums, reports, and other written correspondence as required
- Perform mathematical computations used in calculation of all phases of payroll with accuracy
- Use typewriter and calculator proficiently
- Process payroll data for all school district employees and maintain accurate, up-to-date files of all payroll information
- Prepare, verify, and distribute checks
- Void checks, cut manual checks as required and make adjustments to affected payroll reports including W-2, state unemployment, workers compensation, etc.
- Assist with preparing required governmental reports; retirement, IRS, W-2's, etc.
- Distribute payroll deductions in compliance with local, state, and federal statutes
- Pay voluntary deductions
- Post absence information for all employees in computer system; ensure sick and personal leave information is accurate; search files for missing information to complete records
- Create and maintain personnel files for all employees
- Assist personnel with changes and/or questions regarding payroll
- Stay current on changes with insurance or payroll
- Enter pertinent insurance related data into computer system on a monthly basis
- Assist with employment verification
- Compose teacher contracts
- Maintain records of physicals due
- Check files for teacher license data and maintain data base
- Perform duties such as filing, typing, faxing, copying, etc., as necessary and requested
- Perform duties with awareness of all district requirements and Board of Education policies
- Perform other duties as assigned by the Payroll/Personnel Director, Assistant Director/Director of Schools