
TITLE: **PAYROLL CLERK (Secretary Bookkeeper)**

QUALIFICATIONS: Minimum of high school diploma
Bookkeeping experience
Extensive payroll experience
Computer/Word processing experience

REPORTS TO: Finance Director

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

This description is not intended to be an exhaustive list of all duties or abilities associated with this classification, but a reflection of the principal job elements.

- Processing of bi-weekly payroll.
- Maintenance on all payroll deductions (including running bi-weekly reports on all deduction categories, checking for deviations, processing of hand-typed payroll related checks.
- Coding of substitute slips (teaching & non-teaching).
- Maintenance of tax sheltered annuities.
- Producing of annual W-2s and 1099-misc.
- Preparation of monthly teachers' retirement forms 8s and 8e and the annual breakdown by of teacher retirement percentage as designated by law, deduction amounts and maintaining that listing as employees leave, are hired, or go on leave.
- Preparation of all payroll forms, distributing those forms, making sure that all employees complete and return those forms in a correct and timely manner.
- Maintaining absences on both teaching and non-teaching personnel (sick time, personal time, etc.)

Processing Bi-Weekly Payroll

- Alphabetize all timesheets and cards to ensure everyone has imputed their time correctly. Check all data completely for accuracy.
- Post payroll changes and hours to input sheet.
- Input data into PayChex, balance the payroll and transmit to PayChex.
- Create a spreadsheet for sorting and totaling each line item and inputting the information into the accounting software.
- Receive and process all new hire information from the Superintendent's office.
- Process bi-weekly deduction checks, including the remittance of deduction monies to

- appropriate vendors.
- Maintain all 403b tax sheltered annuities (changes, additions, deletions).
- Fax to credit union listing of deductions.
- Produce payroll journal entry and send it to Treasurer for processing.
- Maintain Teachers' Retirement Transmittals including calculating all data the current year's database contains; maintaining and updating changes, deletions, additions and sending transmittal to Teachers' Retirement on a monthly basis.
- Annual calculation of bus drivers' sick time for reimbursements.
- Annual calculation of all salaried employees' salary distributions based on the number of payments, including balloon checks; handling rate changes on all hourly employees.
- Produce annual 1099 MISC forms.
- Handle retroactive pay as needed.
- Keep track of monies to ensure that grants do not run over.
- Handle and monitor all union dues per contract.
- Upkeep of OVATION benefits data program.

OTHER DUTIES NOT RELATED TO PAYROLL

- Create purchase orders and requisitions
- Grants bookkeeping, including keeping track of all expenditures, receipts, reports
- Handle monthly fuel usage billings.
- Handle workers' compensation claims and school accident reports.
- Prepare IFTA Quarterly.
- Annual input of approved budget into software, including monitoring account numbers and housekeeping of account numbers.
- Journal entries as required by this position.
- Performs other duties as determined by the Finance Director and/or Superintendent.

TERMS OF EMPLOYMENT: This is a year round position as described in the union contract. Work year to be established by the Board. Salary as stipulated in the Canterbury Secretaries Agreement.

EVALUATION: This position is subject to the employee evaluation process presently implemented in the Canterbury school district.

BOE Approval: June 12, 2018

Date