

Payroll/Personnel

Job Purpose:

To insure that all employees of the Clarksville School District are paid accurately and all personnel records maintained; additionally, will maintain records on all employee benefits, retirement, etc.

Primary Job Function:

Process payroll, maintain personnel records, administer employee benefits, retirement, etc.

Essential Job Functions:

- Process all time and attendance for hourly employees for each payroll.
- Record overtime, personal and sick leave and other variations from regular work schedules.
- Process and post vacation, personal, sick and personal day requests for all staff.
- Maintain general personnel and payroll employee files.
- Serve as health, life and other employee benefits coordinator.
- Act as coordinator for Worker's Compensation benefits.
- Sort, mail and distribute payroll checks.
- Maintain and oversee all functions of benefits programs.
- Track attendance records for paid and unpaid leaves.
- Contact appropriate personnel to correct discrepancies.
- Prepare and file all tax reports including Federal and State 941 Quarterly Reports, Unemployment, etc.
- Process and verify all request for changes in dependents and types of coverage and processes payroll deductions accordingly.
- Interprets, explains, and provides procedures, regulations, and information regarding all benefits available via payroll deduction for employees.
- Processes, verifies, and submits life insurance and disability claims for all district employees.
- Balances and adjusts all vendor monthly billings and statements.
- Calculate and implement all garnishments and levies according to law.
- Prepare and verify W2 forms; distribute.
- Research and prepare special reports as requested.
- Responsible for the calculation and submission of all monthly contributions to the AR Teacher Retirement System and AR Public Employees Retirement System.
- Work in conjunction with other administrators to ensure that attendance, FMLA and other leaves are being reported and treated correctly for payroll purposes and employee attendance.
- Participate in ongoing training to ensure knowledge of labor laws, and procedures related to payroll, taxes and benefits.
- Coordinate fingerprinting of new hires; coordinate the fingerprinting of all personnel every 5 years.
- Responsible for receipting Direct Deposits received by the District.
- Responsible for entering all revenue from schools and districts into eFinance.

Job Knowledge:

- Knowledge of District Personnel Policies and Procedures as well as State/Federal Laws and Regulations.
- Knowledge of computer hardware and software utilized by the District to include eFinance and Softdocs as well as Microsoft Office.
- Knowledge and ability to communicate with teachers and school administrators to provide the highest quality of service to school and district personnel.
- Knowledge and ability to work with others to resolve inaccurate records.
- Knowledge of Generally Accepted Accounting Principles as they relate to payroll and personnel.

Job Skills:

- Using logic and reason to identify the strengths and weaknesses of alternative solutions, conclusion or approaches.
- Using logic to determine appropriate coding of expenses; ability to read, comprehend and defend the use of codes.
- Understanding the implications of new information for both current and future problem-solving and decision-making.

Job Abilities:

- The ability to listen to and understand information and ideas presented through spoken words and sentences; the ability to communicate information and ideas in speaking and writing so that others will understand.
- The ability to apply general rules to specific problems to produce answers that make sense.

Additional Job Activities:

Serve as a back-up for Administrative Secretary. While not required for this position, it is desired that the Payroll/Personnel obtain CASBO certification through the AASBO (AR Association of School Business Officials).

Tools and Technology:

10-key calculator, Fax Machines, Computers, Copiers, Scanners, Multi-Line Phone systems.

The Payroll/Personnel is 8 hours per day, 260-days per year, paid on the Payroll/Personnel salary schedule. The Payroll/Personnel reports to and is under the direction of the District Business Manager.