

WHITE PINE COUNTY SCHOOL DISTRICT
JOB DESCRIPTION
Account Clerk II – Payroll Clerk

Job Title: Account Clerk II - Payroll Clerk

Wages: Classified #1 Salary Schedule: Range 27

Description: This position is responsible for the timely and accurate production of monthly payroll and related records and reports and completion/maintenance of all employment related forms and files.

Qualifications:

1. High School Diploma.
2. Knowledge of multi-state payroll.
3. Knowledge of wage withholding orders and garnishments.
4. Two (2) years related experience in a computerized accounting environment preferably within a payroll function.
5. Proven ability to utilize and develop computerized spreadsheets and word processing applications.
6. Working knowledge of Excel.
7. Excellent client service skills.
8. Excellent communication skills.
9. Ability to work in a team oriented environment.
10. Ability to work independently in a time sensitive environment.
11. Ability to maintain confidentiality is mandatory.
12. Ability to communicate clearly, timely, and accurately.
13. Ability to develop and maintain cooperative working relationships.
14. Ability to organize workload, adapt quickly to change, and deliver under the pressure of deadlines.

Specific Duties:

1. Obtain, review, and process monthly time and attendance reports.
2. Obtain proper authorizations of payroll records and documents.
3. Verifies accuracy of time and attendance information and produces payroll checks and reports.
4. Produces monthly payroll checks, registers, and payroll related checks and reports and distributes to employees and appropriate local, state, and federal agencies.
5. Processes new employees and ensures the appropriate documentation is completed, authorized and filed.
6. Assists with group benefit plan enrollment and provides assistance to employees with respect to employment and benefits including workers compensation and Family Medical Leave Act (FMLA)
7. Functions as liaison to employee benefit plan providers.

8. Processes and maintains appropriate employment documentation for local, state, and federal agencies.
9. Files and maintains employee payroll files including, but not limited to, payroll records, I-9's, payroll related benefits and options.
10. Reviews collective bargaining agreements, implements changes and verifies accuracy of wage schedules.
11. Performs other tasks related to the position as assigned.

Performance Indicators for Evaluation:

1. Timely and accurate production of payroll and payroll related checks and reports.
2. Timely and accurate filing of payroll and payroll related checks and reports.
3. Audit comments in audited financial statements.
4. Completes projects on time.
5. Effectively communicates with and assists staff with payroll and employment student information system related issues.

Physical Requirements:

Account Clerk II must be capable of standing/walking without restrictions. Account Clerk must have the ability to reach, grasp, handle and grip without difficulty on a continuous basis. Stooping/bending or squatting is required on a frequent basis, ranging from slight forward bending to floor level. Must be able to push, pull, lift and carry objects up to 25 pounds on an intermittent basis.

Immediate Supervisor: Business Supervisor