

CHISAGO LAKES SCHOOLS

TITLE: Payroll Assistant

QUALIFICATIONS:

1. High School diploma and at least two years experience in payroll. Experience with SmartHR or similar software preferred. Knowledge of UFARS (School Finance) preferred.
2. Excellent skills in Excel. Good organizational ability. Able to set priorities.
3. Demonstrated proficiency in accounting, English and mathematics.
4. Able to deal courteously and tactfully with district employees and public.
5. Demonstrated ability to handle numerous and diverse tasks and to meet deadlines with a minimum of stress, exercise initiative, independent judgment, confidentiality and discretion while performing duties. Dependable and willing to adjust work hours to fit demands of position.
6. Able to lift 50 pounds.
7. Maintain confidentiality as per mandated data privacy laws.
8. Other duties as assigned.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Payroll Coordinator

JOB GOAL: To perform many diversified and independent duties and responsibly provide a consistently high level of service to the district and public. To effectively coordinate all tasks and concerns relating to payroll. To maintain accurate and current payroll and leave information.

PERFORMANCE RESPONSIBILITIES:

1. Implement Board policies and procedures concerning payroll.
2. Responsible for the entire payroll cycle from set-up to final reports for the finance system. Responsible for payroll reporting and accounting for all payroll disbursements, including semi-monthly paychecks, automatic deposits, salary deductions, reductions, and withholding of taxes. Coordinates and prepares all semi-monthly payrolls including creating schedules, updating salaries, wage distribution, and deductions, both statutory and voluntary. Check all time sheets and claim forms for payroll readiness, assign proper UFARS coding and special pay rates as needed. Responsible for the distribution of payroll deductions, i.e., Federal, State, FICA and Medicare, electronic submissions, etc. in compliance with local, state and federal statutes. Balance payroll accounts.
3. Be familiar with and understand certified and non-certified agreements in order to implement contract changes. Computes any changes to contract amounts due to contract adjustments, i.e. disability leave, leave without pay, lane changes etc.
4. Responsible for accurate and current information for all employees on the leave system in Smart & AESOP. This includes personal leave, business leave, vacation, leave without pay etc. Handles any questions/problems from employees with regard to leave; verifies and resolves any discrepancies.
5. Responsible for employment verification phone calls and the completion of data for employment verification forms on an accurate and timely basis.
6. Comply with all state and federal laws regarding payroll. Consult with administrators and other departments as needed to give updated information. Provide support, assistance and direction to building clerical staff with regard to payroll information.
7. During negotiation years, facilitate the salary changes, benefits and leave to produce retro pay as the groups reach settlement.

8. Responsible for annual reporting of employee earnings and TRA credit with regard to retirement plans, Teachers Retirement Association (TRA) and Public Employee Retirement Association (PERA). Sends required reports regarding leaves of absences to the Teachers Retirement Association.
9. Prepares the ESY Summer School spreadsheet.
10. Assume duties as the needs arise so that the District Office can function properly.

TERMS OF EMPLOYMENT: Twelve month work year. Salary to be in accordance with the negotiated agreement with the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board policy on evaluation of non-certified personnel.

[6-10-2013]7/1/14 KRL