



<i>Position</i>	Assistant Payroll Clerk
<i>Location</i>	District Office
<i>Department</i>	Business Office
<i>Reports To</i>	Business Manager and Fiscal Services Coordinator
<i>Position Summary</i>	The Assistant Payroll Clerk provides vital support in preparing, processing, and verifying payroll transactions for district employees—ensuring compliance with relevant regulations, collective bargaining agreements, and internal policies.
<i>Qualifications</i>	• High School Diploma or Equivalent required. • Associates or Bachelor's degree in Accounting, Business, or related field preferred. • Prior payroll, accounting, or clerical experience in a school district environment preferred. • Ability to maintain confidentiality, handle sensitive information, and collaborate effectively with others. • Ability to work accurately with numbers and perform calculations required in conjunction with payroll data. • Ability to organize data, work with detailed information, and maintain accurate reports and records. • Ability to establish and maintain a filing system so that all required material can be quickly retrieved upon demand. • Must be <u>*proficient</u> with general office equipment such as, but not limited to, copy machines, phones, and laptops. • Capable of learning to be proficient with District technology such as, but not limited to, Skyward, File Bound, and Microsoft 365. • Capable of communicating effectively in a pleasant, composed, and cordial manner with faculty & staff, students, parents, and the administration. • Capacity to work under tight deadlines; flexibility during peak payroll times is expected. • Bilingual Spanish preferred. • Such alternative to the above qualifications as the Board may find appropriate and acceptable.

	<i>*Proficient is defined as being able to produce entry-level operations with the above-named office equipment.</i>
Terms of Employment	Twelve (12) months. Category A MCU Salary Classification
Evaluation	Annually
Compensation	<u>2024-2027 Morton Clerical Salary Rates, Pay, and Fringe Benefits 1.pdf</u>

Essential Duties and Responsibilities

- Review, update, enter, calculate, and verify payroll and other key employee information.
- Assist in processing regular and special payroll runs, including earnings, deductions, benefits, and exceptions.
- Collects and reviews time sheets and time-tracking data for accuracy and completeness.
- Perform payroll data entry: new hires, terminations, rate changes, and updates to master payroll records.
- Assist with internal reconciliations, audits, and balancing of payroll deductions.
- Assists in the establishment and monitoring of systems to verify accuracy of each paycheck.
- Assists in mailing payroll related documents and correspondence.
- Assists in answering questions concerning payroll deductions, adjustments, additions, etc.
- Organizes and maintains all records and materials so that they may be easily and quickly located when required.
- Assists in maintaining files for payroll system.
- Assists in preparing payroll warrant.
- Assists with onboarding of new employees.
- Verifies employment of individuals.
- Develop and maintain necessary rapport to be able to work effectively with staff.
- Participates in related training when offered by the District.
- Maintains financial records and files for the District's Federal TRS.
- Executes other clerical and secretarial responsibilities as assigned by the Business Manager and Fiscal Services Coordinator that are appropriate and acceptable for a clerical support person in the Business Office.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking, and 10% standing.

<i>Work Environment</i>

The employee will typically work indoors but on occasion may be required to travel outdoors in inclement conditions to go from building to building for meetings and/or professional development. The noise level in the work environment is usually moderate at a standard acceptable level for this environment.
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<i>Job Description Adopted</i>

August 29, 2025
