



Position	Payroll Clerk
Location	Morton District Office
Reports To	Business Manager & Fiscal Services Coordinator
Qualifications	<p>Required</p> <ul style="list-style-type: none"> • High School Diploma or equivalent • Strong attention to detail with the ability to accurately process and review payroll data • Ability to maintain strict confidentiality and handle sensitive employee information • Strong organizational skills with the ability to manage detailed records and meet payroll deadlines • Effective communication skills and ability to work collaboratively with Human Resources, Finance, and building staff • Proficiency in Microsoft Office, particularly Excel, for data entry, tracking, and reconciliation <p>Preferred</p> <ul style="list-style-type: none"> • Associate's or Bachelor's degree in Accounting, Business, or related field • Prior payroll or accounting experience, preferably in a school district or public sector environment • Experience with payroll and timekeeping systems (e.g., Skyward Finance, True Time) • Familiarity with payroll compliance requirements, including wage and hour laws, payroll taxes, and retirement system reporting (e.g., TRS/THIS, IMRF) • Knowledge of records retention requirements in accordance with local, state, and federal guidelines
Job Type	12 Month Clerical, Category A
Terms of Employment	Annually
Compensation	\$44,196 - \$66,392 based on qualifications outlined in the CBA 2024-2027 Morton Clerical Salary Rates, Pay, and Fringe Benefits
Start Date	
Position Summary	

The Payroll Clerk is responsible for processing and supporting all aspects of payroll to ensure employees are paid accurately and on time. This role works closely with Human Resources and Finance to maintain payroll records, ensure compliance with applicable regulations and collective bargaining agreements, and support efficient payroll operations using district systems.

Essential Duties and Responsibilities

- Process payroll in the district's payroll system, including reviewing, validating, and auditing payroll data prior to each payroll run
- Review and reconcile timekeeping records and pay assignments to ensure accuracy and proper authorization
- Enter and process payroll adjustments, including overtime, extra-duty pay, dock time, and corrections
- Assist with monitoring payroll-related accounts, including wages and deductions, credit union, union dues and support reconciliation to the general ledger
- Respond to employee inquiries regarding pay, deductions, and payroll-related matters in a timely and professional manner
- Support payroll compliance with applicable laws, regulations, collective bargaining agreements, process direct deposits in bank and monitor the bank for any return funds that are payroll related
- Maintain accurate and organized electronic payroll records in accordance with record retention requirements
- Assist HR with payroll onboarding and offboarding for employees, including setup of pay information, tax forms, direct deposit, levies, child support, final pay, lane changes, leaves, and retirement.
- Coordinate with Human Resources to ensure accurate employee data, including job status, pay rates, benefit deductions, assignments, and stipends
- Support year-end payroll processes, including W-2 preparation and reporting to SSA and IRS
- Assist with audit requests and provide supporting payroll documentation as needed (e.g., external auditors such as Sikich)
- Identify and report discrepancies or process issues and assist in implementing improvements to payroll procedures
- Perform other duties related to payroll operations as assigned

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 Payroll Clerk works in a detail-oriented, fast-paced temperature-controlled office environment that supports district-wide records management and administrative functions. Occasional movement between administrative offices or school buildings may be required.

<i>Job Description Adopted</i>

6/16/2026
