



**CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN**  
**PERSONNEL & TALENT DEVELOPMENT**

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## **Payroll Assistant**

### **POSITION SPECIFICATIONS**

#### **REPORTS TO**

Payroll Manager

#### **PRIMARY FUNCTION**

Performs responsible accounting clerical work in the administration of an automated payroll system of a confidential and complex nature; and responds to payroll and benefits inquiries from employees.

#### **QUALIFICATION PROFILE**

##### **CERTIFICATION / LICENSE**

##### **EDUCATION**

High school diploma, with coursework in bookkeeping and commercial arithmetic.

##### **EXPERIENCE**

Two years of increasingly responsible clerical accounting or payroll experience.

#### **SKILLS, KNOWLEDGE & ABILITIES**

- Knowledge of basic payroll, bookkeeping, and record keeping procedures.
- Knowledge of various union contracts.
- Ability to perform complex arithmetic operations.
- Ability to accurately process paperwork according to set procedures.
- Ability to enter, retrieve and process information in an automated system.
- Ability to relate to staff members in a positive and effective manner.
- Ability to type.
- Ability to make judgment calls within assigned area of responsibility.
- Proficient in Microsoft Excel
- Proficient in Microsoft Word

#### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

- Receives oral or written instructions from supervisor.
- Organizes work according to standard procedures.
- Receives attendance information from various units.
- Prepares payroll information for entry into an automated payroll system.
- Performs calculations, posting, and verifying duties to obtain financial data for payroll deductions; including withholding taxes, social security, retirement, union dues, and other payments.
- Makes address changes by entry into computer system.
- Receives, reviews, and disperses paychecks.

- Maintains strict confidentiality of information as needed.
- Prepares regular payments pertaining to payroll deductions.
- Responds to written or telephone inquiries concerning payroll, benefit, and retirement programs.
- Prepares payroll-related data for submission to state and federal agencies.
- Informs new employees of salary status, payroll procedures, and benefit programs.
- Reports work accomplished to supervisor.

## ADDITIONAL DUTIES

- Assists in the administration of special payrolls for intermittent, seasonal, or temporary employees.
- Prepares information for distribution to employees.
- Prepares statistical reports for supervisor as needed.
- Performs related clerical and office administrative work as required.

## EQUIPMENT

Uses calculators, computer equipment including personal computers and printers.

## TRAVEL REQUIREMENTS

Infrequent travel to schools may be required.

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

Salary and benefits as set forth in the Local 1186 collective bargaining agreement.

### WORK SCHEDULE

Work schedule as set forth in the Local 1186 collective bargaining agreement.

### UNION AFFILIATION

Local 1186, American Federation of State, County and Municipal Employees.

## FUNDING SOURCE

Local budget.

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*Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

CREATED: Month/Year Initials  
BOARD APPROVED: Month/Day/Year