

Desoto County Schools

Title: Payroll/Benefits Clerk I

Department: Finance

Reports to (Title): Assistant Payroll/Benefits Manager

Major Functions:

The Payroll/Benefits Clerk is responsible for compiling and processing payroll and reports for the district in a timely, accurate, and professional manner. Assists in the development, implementation, and coordination of all employee benefit plans. Provides fiscal responsibility of insurance benefits through timely and accurate management of records and funds.

Duties and Responsibilities:

- Maintain confidentiality regarding workplace matters and use discretion in the dissemination of information.
- Audit time records weekly for accuracy and completion as submitted by timekeepers at assigned locations
- Export time records from timekeeping system to accounting system.
- Compile payroll data, and enter data or compute and post wages, and reconcile errors to maintain payroll records using timekeeping and accounting system for processing of payroll.
- Review and confirm documentation for employee new hires, transfers, terminations, resignations, tax documents and any other employee status changes.
- Inspect automated payroll accounting system output such as registers and standalone reports to determine if balanced prior to processing.
- Process payroll in accordance with department policies and procedures.
- Complete and submit to PERS Employer Certification of Termination and Accumulated Unused Leave forms on Board approved leaving employee.
- Complete and fax PERS refund request on Board approved leaving employees
- Maintain log of checks.
- Bill schools for reimbursable employees.
- Complete and submit disability paperwork.
- Understand and communicate board policies with regard to time and attendance and compensation. Assist the benefits manager in the implementation and administration of all benefit plans offered by the district.
- Assist in communicating all plans and any plan changes to all employees.
- Assist in insuring compliance with federal and state regulations, which govern COBRA and the Cafeteria Plan (Section 125).
- Work with other departments to insure timely and accurate payroll deductions, payment of insurance premiums, and the reporting of enrollment information.
- Reconcile monthly billing statements.
- Maintain physical records for employee benefits.
- Present employee benefit information at new employee orientation.
- Process benefit enrollment/change forms from employees in all stages of employment. Verify the validity and accuracy of information.
- Set up, change, or inactivate employee/retiree benefit accounts.
- Responsible for providing support while maintaining a high level of professionalism and working to establish a positive rapport with all individuals.
- Perform such other tasks and assume such other responsibilities as requested by Payroll Manager and Assistant Payroll Manager.
- Adhere to the Mississippi Code of Ethics.
- Maintain confidentiality and privacy of all Desoto County Schools' records.

Minimum Requirements:

- High school diploma or GED equivalent

- Minimum two (2) years payroll experience, or college level accounting courses, highly recommended.
- Kronos experience; preferred
- Computer skills: Microsoft Word, Excel along with working knowledge of e-mail and internet communication.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. Employees may perform other tasks and assume such other responsibilities as may be assigned by the supervisor, administrative staff or superintendent.

Additional information

Employees shall maintain confidentiality and privacy of all school records. Employees shall be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned days and using sick and personal leave appropriately

HR use only	
Job code	4300
Month Days	12/230
Pay Grade	Data Support
Board Approved	11/18/2021
E/NE status	Non-Exempt
Issued: November 2014	Classified

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X

20. Using a keyboard to enter and transform words or data					X
21. Using a variety of technology devices					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job					X
28. Attendance & Punctuality				X	