



QUALIFICATIONS

Minimum qualifications shall be a high school diploma or its equivalent.

REPORTS TO

Designated Staff Accountant

PERFORMANCE RESPONSIBILITIES

1. Sets up new employees on the computer for payroll purposes.
2. Produces a minimum of two payrolls monthly (15th and end of month)
 - a. Responsible for reconciliation of monthly absentee reports of substitute timesheets.
 - b. Processes entry of hourly/daily employee timesheets.
 - c. Responsible for calculating and implementing severance pay when applicable.
 - d. Responsible for the calculation and implementation of all payroll adjustments received from HR (including but not limited to change in position/degree, late start employees, resigning/retiring employees, sabbatical leaves, worker's compensation, etc.)
 - e. Calculates and updates employees' years of experience and salaries.
 - f. Responsible for the calculation of and implementation of employee docks.
3. Produces the two semi-annual deferred payments and the annual supplement.
4. Sets up/updates employee benefits and deductions when necessary.
5. Responsible for all garnishments.
6. Responsible for the termination of employees leaving the school system.
7. Verifies employment by phone and/or written forms.
8. Performs payroll certification with financial institutions.
9. Processes employee retirement refund applications.
10. Responsible for maintaining and verifying a list of active employees at each location monthly.
11. Provides full time salaries and sick leave days paid to retirement systems upon retirement of employees.
12. Produces necessary information for direct deposit.
13. Performs other duties as assigned by appropriate authority.
14. All employees are subject to Drug/Alcohol testing in accordance with Policy GAME.

EVALUATION

Performance in this position will be evaluated at least once annually in accordance with Board Policy

Reviewed and Agreed to: _____ Date: _____
Employee's Signature

Received By: _____ Date: _____
Name and Title

Revised July 2023