

Monroe County Schools
JOB DESCRIPTION



TITLE: Central Office Payroll Clerk

PAY TYPE: Classified, Non-Exempt

CONTRACT/WORK YEAR: 230 Days

REPORTS TO: Assistant Superintendent for Personnel & Operations

PRIMARY FUNCTION: To assure the smooth and efficient functioning in all operational areas of payroll.

MINIMUM REQUIREMENTS:

- High school diploma or GED.
- Training in business education and accounting procedures.
- A reasonable degree of proficiency in typing, computer skills and filing.
- Current knowledge of office procedures and the operation of office equipment.
- Payroll experience preferred.
- Meet state and local requirements concerning fingerprints and criminal background check.
- Be able to talk, hear, see, stand, walk, bend, stoop, sit, climb and lift items of approximately 25 pounds throughout the workday.
- Any other routine physical activities required to fulfill job responsibilities.
- Any alternatives to the above qualifications as the Board or Superintendent may find appropriate and acceptable.

ESSENTIAL JOB DUTIES:

Strategic Objective I – Attaining High Student Achievement & Success

- Perform assigned activities in a manner that supports the instructional program.

Strategic Objective II – Developing Organizational Effectiveness

- Perform normal office routines and practices.
- Establish and maintain an efficient filing and retrieval system.
- Use office machines and equipment efficiently and productively.
- Compute payroll, maintain payroll records and complete payroll reports.
- Gather incoming mail and distribute to appropriate locations.
- Maintain confidentiality of information in all areas.
- Oversee and maintain leave records.
- Maintain data entry of personnel and payroll information.
- Participate in training programs to increase skills and proficiency in areas related to assignments.
- Assist with the preparation of required reports.

- Complete assignments on time and in compliance with directions.
- Follow and enforce school rules, administrative regulations and Board policy as well as federal and state laws.

Strategic Objective III – Ensuring Student/Stakeholder Engagement & Loyalty

- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Exhibit pleasant behavior and project a positive image when dealing with the public and employees.

Strategic Objective IV – Ensuring Quality Professional Learning

- Participate in training programs and apply concepts learned to increase skills and proficiency in areas related to assignments.
- Maintain knowledge, skills and abilities to ensure maximum effectiveness in general office operations and customer service.

Other Job Responsibilities and Duties

- Demonstrate regular and punctual attendance.
- Meet professional dress requirements as outlined in the system personnel handbook.
- Adhere to the Code of Ethics for Educators in Georgia as established by the Georgia Professional Standards Commission.
- Perform other duties and responsibilities as assigned.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Monroe County Board of Education policy regarding evaluation of personnel.

Important Notes

Essential Duties

Job descriptions are designed and intended only to **summarize the essential duties**, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job.** Every employee has a duty to perform **all** assigned tasks. It should also be noted the **order of performance responsibilities** as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

Minimum Requirements

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.