



District Payroll and Human Resources Administrative Assistant

Location: District Office

Reports to: Chief School Business Official

Term: Twelve months

FLSA Status: Non-Exempt

Description:

The Payroll and Human Resources Administrative Assistant serves as a key member of the District Office team, providing direct support to the Chief School Business Official (CSBO) and assisting with payroll, human resources, and general administrative operations. This position plays a critical role in ensuring accurate payroll processing, maintaining confidential personnel records, and supporting compliance with Board of Education policies and applicable state and federal regulations.

The ideal candidate is detail-oriented, highly organized, and able to manage multiple responsibilities in a fast-paced school district environment while maintaining professionalism and confidentiality at all times.

Qualifications, Education, & Certification Requirements:

Bachelor's Degree is preferred. Minimum of three years of experience in a school setting. Proficient in Microsoft Office, Google Apps, and education databases. Demonstrated excellent verbal and written communication, human relations, and problem-solving skills. Ability to maintain confidentiality.

Essential Duties & Responsibilities:

Support to the Chief School Business Official:

- Adhere to all Board of Education policies, administrative procedures, and applicable state and federal regulations.
- Establish and maintain effective working relationships with staff and the general public.
- Place and receive telephone calls, record messages, and respond appropriately to requests for information.
- Maintain confidentiality of all district business and personnel matters.

Payroll and Human Resources Responsibilities:

- Transfer attendance data from AESOP/Frontline into the district payroll system on a bi-weekly basis.
- Open payroll cycles, confirm contracts, and process timesheets and extra-duty assignments.
- Compute and balance payroll; process direct deposits and printed checks.
- Upload payroll files to the bank and process checks for liability payments.
- Assist in maintaining accurate and up-to-date personnel files.
- Assist in obtaining and processing new employee onboarding paperwork.

Accounts Payable & District Office:

- Reconciles invoices with purchase orders for bill payment.

- Creates POs for recurring bills and District payments.
- Handles a pcard for District purchases.
- Works with the CSBO to be fiscally responsible and accountable for vendor payments.
- Assists with grant expenditure reports.
- Assists with district communications.

General Administrative Support:

- Support administration in maintaining a professional and positive work environment.
- Perform additional duties as assigned by the administration.

Special Skills:

For this job to be completed successfully, an individual must possess the following skills and abilities that are required for the position. Reasonable accommodations may be made for individuals with disabilities to perform the job's essential functions.

- Attention to detail and accuracy
- Flexibility and willingness to learn new skills and tasks
- Proficient in Google Apps and Microsoft Office
- Proficient in school financial systems and ISBE
- Proficient in organization and filing systems
- Ability to maintain confidentiality and professionalism in all situations
- Ability to multitask and manage time wisely
- Ability to communicate both orally and in writing
- Ability to read, understand and adhere to district policies and procedures
- Ability to communicate with a variety of individuals
- Ability to write, edit, and transmit letters and reports
- Ability to complete tasks in a timely with accuracy and efficiency

Physical Demands:

In order for this job to be completed successfully, an individual must be able to perform the physical demands of the job needed for its essential functions. Reasonable accommodations may be made for individuals with disabilities to perform the job's essential functions.

- To properly perform this job's essential duties, the employee must walk, stand, sit, talk, and listen.
- To properly perform this job's essential duties, the employee must operate computers and other technological equipment.
- To properly perform this job's essential duties, the employee must often use repetitive motions associated with typing.
- To properly perform this job's essential duties, the employee must spend multiple hours a day looking at a screen.
- To properly perform this job's essential duties, the employee is required to occasionally lift up to 25 lbs and move and organize files or sections of the District Office.

Work Environment Conditions:

To perform the essential functions of the position, an individual must be able to perform in the following conditions. Reasonable accommodations may be made for individuals with disabilities to perform the job's essential functions.

- Noise level is usually moderate but can vary from low to high.
- The pace of work is fast, and the tasks vary.
- The position is usually within the district office, but certain tasks may require traveling to other buildings or locations.

Compensation and Benefits:

- Hourly Rate: \$27.00 – \$29.00 per hour, commensurate with experience and qualifications.
- Health Insurance: Comprehensive medical coverage available.
- Dental Insurance: District-sponsored dental coverage available.
- Life Insurance: District-provided life insurance policy.
- Vacation: Paid vacation time in accordance with district policy and years of service.