

**WEST SHORE SCHOOL DISTRICT**  
**Job Description**

**TITLE:** **PAYROLL BOOKKEEPER**

**QUALIFICATIONS:**

1. High school diploma plus specialized training of two years in bookkeeping/accounting.
2. Proficiency in keyboarding.
3. Prior experience in productivity applications and electronic communications.
4. Prior experience with automated bookkeeping and payroll systems.
5. Compliance with Employment Eligibility, all required background clearances, and Physical Examination/TB test standards.
6. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

**SUPERVISED BY:** Director of Business Affairs

**JOB GOAL:** To assist in the efficient operation of the District's payroll function.

**A. ESSENTIAL JOB FUNCTIONS:**

1. Performs the following tasks: proofreading; filing in a five-drawer file cabinet; filing and storage on nine-foot high shelves, standing to operate copier and collate materials, handling mail, operating paper cutter and paper drill; transporting up to ten reams of paper and printed material to office; assuring readiness of office equipment.
2. Assists administration in monitoring and screening all visitors to the building.
3. Collects, reads, reviews, summarizes, and verifies employee payroll data for bi-weekly processing, including recording all payroll information in compliance with Board agendas, collective bargaining agreements, and applicable handbooks affecting the pay status of District employees.
4. Coordinates and as necessary performs the following bi-weekly functions: keypunching payroll; providing social security data for General Fund disbursements; processing payroll checks or statements for mailing and distribution.
5. Calculates alterations to payroll for new hires, resignations, retirements, extended absences, etc.

6. Provides assistance with the preparation of deduction transactions for General Fund disbursements to ensure timely payments of payroll withholdings; communicates with various taxing entities re: electronic transmission of payroll taxes.
7. When necessary, prepares pre-notification and fund transmittal information for direct deposit.
8. Prepares, verifies, and processes payroll benefit information after each payday to ensure proper disbursement.
9. Analyzes potential software problems and takes corrective action where necessary.
10. Performs procedures required for given system backup, including copying system files, libraries, checkpoints, message logs.
11. Ensures the completion and accuracy of all tasks associated with the processing of payroll.
12. Maintains hard copies of current and past payroll files, i.e., time sheets, state and federal reports, and individual personnel files.
13. Prepares and distributes W-2 forms; calculates and prepares federal, state, and local reports in conjunction with W-2 processing.
14. Prepares the quarterly and annual payroll tax reports; monitors the General Fund ledger and payroll accounts to ensure the accuracy of the reporting; prepares the retirement report and monitors the automatic postings to ensure the accuracy of the reporting. Creates and uploads retirement files.
15. Prepares and posts the accruals for the summer payrolls and maintains compensated absences for audit purposes.
16. Prepares retirement forms for purchase of service, refunds, final retirement and functions as the liaison between the District and the Pennsylvania School Employees' Retirement System.
17. Provides assistance in gathering information for completing state and federal reports.
18. Maintains current W-4 forms for District employees.
19. Assists in gathering and computing wage and benefit information for budget preparation.
20. Assists with the assignment of tasks in business office.

21. Performs telephone and receptionist duties as needed.
22. Promotes positive public and employee relations for the District through courteous and efficient handling of contacts and communications while serving as a resource person on District policies, procedures, rules, and regulations as relevant to the position
23. Participates in required staff development activities.
24. Works during established operating hours and works extra time as needed and approved.
25. Ensures the highest degree of confidentiality appropriate to the position.
26. Complies with the Pennsylvania School Code, the policies of the School Board, and the *Non-Bargaining Support Personnel Handbook*.
27. Performs such other tasks and assumes such other responsibilities as from time to time may be assigned by the supervisor.

TERMS OF EMPLOYMENT:   1. Twelve month position.  
                                      2. Compensation as per District guidelines.

RESPONSIBILITY LEVEL:       8

EVALUATION:                   Performance of this job will be evaluated by the Director of Business Affairs in accordance with the Board policy on evaluation of support personnel.