

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Payroll Specialist

QUALIFICATIONS

1. High school diploma.
2. Knowledge of basic bookkeeping principles.
3. Strong computer skills and knowledge of office equipment.
4. Working knowledge of basic office procedures and the operation of common office equipment and machines.
5. Strong written and verbal communication skills.
6. Ability to maintain confidentiality.
7. Ability to work under the stresses of interruption and varying schedule.
8. Ability to work without constant supervision.
9. Ability to work well with staff, parents, students, and the public.

REPORTS TO Business Manager

JOB GOAL To assist and work cooperatively with the business manager to execute the normal business affairs of the district.

PERFORMANCE RESPONSIBILITIES

1. Receives and verifies time cards monthly.
2. Prepares and enters payroll on computer system.
3. Verifies payroll reports from system.
4. Stamps signatures on payroll checks.
5. Prepares payroll checks and payee checks for mailing or delivery.
6. Enrolls employees in district insurance plans.
7. Processes required district forms for employee tax sheltered annuities.
8. Tracks and monitors employee leave balances.
9. Assists in answering telephone, routes calls or handles appropriately.
10. Works closely and cooperatively with auditors.
11. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
12. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on December 20, 1996

Revised December 11, 2006