

Hamilton School District Position Description

Position Title: Payroll and Benefits Clerk

Reports to: Superintendent

Summary: Responsible for the prompt and accurate preparation and processing of the school payroll and administration of employee benefits.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Prepares and computes all school payrolls, making deductions for all taxes, retirement, insurance and other necessary deductions.
- Prepares and maintains all necessary payroll reports including all monthly, quarterly, and yearly federal and state reports.
- Remits all taxes and payroll deductions in a timely manner.
- Assists all personnel with enrollment and preparation of required forms, including insurance and other payroll deduction forms.
- Prepares all individual contracts.
- Maintains personnel files on all employees.
- Maintains record of employee leaves and absences.
- Assists in the preparation and development of the annual budget as requested.
- Performs other duties as assigned by the Superintendent.
- Attend meetings and conferences when requested.
- Maintains confidentiality at all times.

Supervisory Responsibilities: None.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associate degree in business or accounting or equivalent work experience; plus three to five years experience in computerized payroll systems, benefits administration and other human resource related functions.

Language Skills: Ability to read and interpret documents such as District policy manuals, federal and state statutes and regulations, operating instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and volume. Ability to apply concepts of basic algebra.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions

furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Must type 55 words per minute. Ability to operate office machines and personal computer and related software. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and depth perception. Occasionally the employee will lift up to 10 lbs such as to lift files and paper. The employee must be able to perform repetitive hand movements such as typing.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.