DESIRED QUALIFICATIONS:

1. High School Diploma - 2 years of advanced training beyond high school desired but not required.
2. Two years of prior experience working in payroll, benefits analysis, contracts, and general fiscal personnel work.
3. Ability to use the 3M Accounting Software; and other computer programs such as Word and Excel.
4. Excellent clerical and English skills.
5. Proficient usage of 10 key.
6. Inputs data at not less than 50 wpm.
7. A working knowledge of retirement schedules; social security; health care systems; insurance plans; professional contract administration.

REPORTS TO:

Superintendent, maintains a functional relationship with the Business Manager and Director of Curriculum.

JOB GOAL:

To maintain high employee morale by prompt and accurate handling of all matters regarding payroll and associated benefits.

JOB DUTIES:

1. Generates classified and miscellaneous payroll and related disbursements (e.g. checks and direct deposits, tax deposits, benefits checks, voluntary deductions, etc.) for the purpose of distributing payroll in both manual or electronic format in accordance with published schedule.
2. Maintains a variety of fiscal information, files and records (e.g. payroll, employee attendance, employee contracts, withholding, voluntary deductions, early release funds, etc.) for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal and administrative requirements.
3. Prepares a variety of reports (e.g. quarterly and annual reports, workers comp support, unemployment transmittals, savings bond program, etc.) for the purpose of responding to requests, providing written reference and/or conveying information.
4. Responds to inquiries regarding procedures and requirements (e.g. payroll procedures, record keeping requirements, interpretation of leave policies, wage garnishments, savings, contributions, direct deposits, etc.) for the purpose of ensuring payroll procedures are administered in accordance with the department’s overall objectives and legal requirements.
5. Prepares professional and support service contracts in accordance with approved salary schedules,
6. Prepares reports required by the State Superintendent, Social Security, Insurance Companies, Retirement and other fiscal reports associated with personnel administration.
7. Relates to the District auditor and provides data required for the annual audit.
8. Maintains all leave records and sees that they are kept in accordance with Board Policy.
9. Prepares and distributes annual tax and retirement status reports.
10. Assists employees, beneficiaries, and/or insurance providers for the purpose of verifying eligibility, conveying information and processing claims.
11. Audits and reconciles a variety of benefit information (e.g. payroll deductions, voluntary insurance billings, self-funded benefits program budgets, etc.) for the purpose of accurately compensating employees and ensuring compliance with all established accounting and insurance regulations.
12. Distributes documents (e.g. open enrollment packets, new/change forms, fringe benefit packages, flyers, identification cards, etc.) for the purpose of providing information and proof of insurance coverage.
13. Maintains files and records pertaining to employee benefits (e.g. leave of absence records, applications, revolving accounts, etc.) for the purpose of accurately compensating employees and ensuring and up-to-date reference and audit trail.
14. Organizes and administers employee benefits communications processes (e.g. new employee orientations, benefits fairs, written and electric employee communications, open enrollment periods, etc.) for the purpose of receiving and/or conveying information processing applications.
15. Prepares and/or processes a wide variety of written materials (e.g. reports, memos, letters, employee benefits forms, enrollment changes, etc.) for the purpose of documenting activities, providing written reference, conveying information and/or ensuring that established accounting communicating with diverse groups; meeting deadlines and schedules; working with detail information/data; being attentive to detail, and maintaining confidentiality.
16. Is in attendance during the regular work hours of 8:00 am to 4:30 pm with a one half hour lunch break, Monday through Friday, or at other times as needed.
17. Complete required Federal and State Tax reports.
18. Complete the multi worksite and wage reports.
19. Insurance
    1. Lead and focus Insurance Committee work
    2. examination of rates, plans, employee/employer insurance concerns
    3. liaison to insurance companies and brokers.
    4. All other work related to insurance.
20. Library Board Clerk
    1. Attend board meetings, take and keep minutes.
    2. Prepare board packets
    3. Prepare and post all notices with both Fremont and Madison Counties.
    4. Keep accurate, up to date records.
    5. Prepare all documents and keep records on all board elections.
21. Greet and respond to anyone with a smile and with a positive and professional attitude.
22. Answer all phone calls with a positive and professional tone of voice.
23. Keep the main secretary’s office, women's restroom, and board room clean and neat.
24. Purchase snacks and water for each board meeting. Prepare the board room for each board meeting. Keep the district office stocked with water.
25. Purchase district office supplies as needed. Keep the supply closet stocked as needed.
26. Perform all other duties as assigned by the superintendent.

TERMS OF EMPLOYMENT:

1. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.
2. An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.
3. The salary shall be commensurate with the employee's appropriate place on the approved wage scale.

EVALUATION:

Performance of this position will be evaluated periodically by the Superintendent, or a designee, in conformance with district policy relating to evaluations of classified employees.