

**JOB DESCRIPTION
ADMINISTRATIVE
PAYROLL ASSISTANT**

QUALIFICATIONS:

1. Thorough knowledge of modern office procedures.
2. Knowledge of business English, including spelling, grammatical usage and punctuation.
3. Experience in bookkeeping, payroll and accounting software.
4. Knowledge and skills in the operations of computers, calculators, copiers, multi-phone lines *and fax*.
5. Ability to maintain confidentiality as required and necessary.
6. Ability to successfully perform routine assigned and delegated clerical and secretarial responsibilities.
7. Ability to compose correspondence and prepare reports independently or from oral and written instructions.
8. Ability to meet the public, maintains a calm professional demeanor, and relate well to students, staff, the School Board and the public.
9. Equivalent of a high school diploma supplemented by or including courses in office organization or secretarial skills, or any combination of training or experience that provides the desired knowledge and abilities.

PERFORMANCE RESPONSIBILITIES:

1. Assist Business Manager and District Clerk in calculation, posting, and entry of payroll. These tasks include but aren't limited to:
 - enters sick, vacation, comp, jury duty, and bereavement leave for classified employees into time clock program,
 - update leave accruals in time clock and payroll programs as necessary,
 - maintains and enters employee information into time clock and payroll databases for all substitutes,
 - assists Business Manager and District Clerk in entering data for all employees and for special situations as requested,
 - provides time reports to Supervisors and Administrators as requested
2. Process and distribute resultant payroll reports including but not limited to: Teachers Retirement, Public Employees Retirement and most payroll deductions.
3. Provide payroll reports to Administrators, Supervisors and employees as requested.
4. Maintain records of sick, vacation, personal, and compensation leave.
5. Operates and maintains inventory and fixed asset database.
6. Updates Technology depreciation schedule on a continuing basis ensuring that a final report is available by mid-July for the preceding year.
7. Verifies, prepares and deposits daily cash receipts for Interim and Student Activity accounts.
8. Updates revenue folder for Business Manager on at least a monthly basis.
9. Reconcile Travel and Interim Accounts.
10. Perform Administrative Secretary backup duties including but not limited to greeting the public, answering telephones, taking messages, mail duties and sending correspondence.
11. Maintain records for teacher certification.
12. Other duties to be assigned by Business Manager, District Clerk or Superintendent.

EQUIPMENT USED: Computer, calculator, copier, telephone/voice mail, and fax are used.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS: While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.

IMMEDIATE SUPERVISOR: The Business Manager is the primary supervisor. The Administrative Payroll Assistant, as are all district employees, is under the general supervision of the District Superintendent.

TERMS OF EMPLOYMENT: 235 days* at 8 hours per day during the fiscal year. Required days will be all pupil instruction days, paid holidays, mandatory paid days, a minimum of ten days to cover the July payroll, 12 days before the first day of school, and the entire month of June. The remaining days of the 235 day* contract, which occur during school recesses, will be scheduled in advance each year to cover payroll requirements and other duties. Daily work hours when school is in session are from 8:00 am to 4:30 pm, with one half hour for lunch. Beginning and ending daily work hours when school is not in session per arrangement with Business Manager.

Salary, benefits, and other working conditions are as negotiated by the Frenchtown Board of Trustees and similar benefits as the Frenchtown Classified Association.

It is the prerogative of the District to assign staff so as to best meet the needs of the District.

*Subject to change

Updated 3/17/23

Administrative Office/Payroll Assistant

Evaluation

Performance of this position will be evaluated by the Business Manager.

_____	_____
Employee Date	
_____	_____

District Clerk Date