

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

541.25

Payroll Assistant (Job Description)

Qualifications: (1) Associates Degree in Accounting or related field and three years experience in a professional/administrative capacity; (2) Equivalent combination of education and/or work experience may substitute; (3) Knowledge of payroll methods and practices, federal tax filing; (4) Skill in creating data reports from system; (5) Experience with payroll systems and Excel and Microsoft Word; (6) Good organizational skills, communication skills and confidentiality.

Tests may be administered to determine the extent to which an applicant meets some of the above qualifications.

Chain of Supervision: Reports directly to the School Business Manager and District Administrator.

Duties and Responsibilities: Pays employees and compiles payroll information by assisting in the management of bi-weekly payroll preparation and processing, completing reports, and maintaining records.

Responsibilities of the Payroll Assistant shall include:

1. Reports directly to the Business Manager.
2. Review, verifies, codes, and processes payroll and personnel data forms for all departments.
3. Maintains payroll information of 275 employees by assisting in the direction of the collecting, calculating and entering of data, including the preparation of W-4, I-9 and insurance forms for new employees.
4. Pays employees by assisting with the direction of the centralized processing of bi-weekly payroll and issuing of paychecks or direct deposits to bank accounts.
5. Determines payroll liabilities by approving or completing the calculations of employee federal income and social security taxes, employer's social security, pension contributions, court-ordered deductions, etc.; insuring accurate payment of liabilities by deadlines.
6. Maintains log for payroll documents received and dispersed to various departments for authorizations purposes.
7. Enter hours from timesheets, verifying for accuracy, balancing all aspects of payroll, preparing checks/direct deposits, closing transactions; printing timesheets; assist in preparation and distribution of W-2 Forms.
8. Complies with federal, state, and local legal requirements by studying existing new legislation; enforcing adherence to requirements; advising management on needed actions.

9. Perform other related duties as assigned, including assisting at the lowest administrative level with problems affecting wages and hours in a possible grievance.

Evaluation: The Business Manager shall complete an annual evaluation (written and oral) covering the individual's effectiveness in handling the duties and responsibilities of the position.

Terms of Employment: A contract shall be negotiated annually with the Board or its representative. The contract shall be independent of any labor contract the district has with other individuals or groups of staff working for the district.

APPROVED: May 11, 2009