



PURPOSE:

- Under limited direction and supervision, perform difficult and responsible accounting and clerical work involved in processing district payroll transactions, recording payroll information, filing federal and state reports and making payroll related payments.

REPORTS TO:

- Director of Business Services

QUALIFICATIONS:

- High school diploma or equivalent.
- Associates degree in accounting or business-related field preferred.
- Five years increasingly responsible payroll and accounting experience.
- Working knowledge of fund accounting, purchasing, accounts payable, and governmental budgeting procedures.
- Passes required criminal background check and drug screen.
- Minimum of five years of experience in office management equipment and programs.
- Ability to communicate effectively.
- Bondable as required by law or district policy.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assure payroll and associated processes and reports are accurate, completed and maintained in a timely manner.
- Maintain knowledge of applicable state and federal laws, codes, regulations and policies related to payroll and payroll processing.
- Update and maintain employee records in PERS, OEGB and district database. Submit payroll related taxes, insurance, reports and payments on a timely basis.
- Schedule and coordinate incoming payroll records from all district locations.
- Coordinate with Human Resources Department regarding new employees, retirees, terminations, transfers and status changes.
- Add, terminate and make other changes as necessary to employee health insurance records in the OEGB system.
- Handle telephone and in-person inquiries regarding pay, leave, fringe benefit, insurance and other employee deductions.
- Reconcile tax distribution, voluntary deductions and fringe benefits in preparation for monthly payments.
- Issue required federal and state tax payments, prepare quarterly reports and reconcile payroll reports as required.
- Prepare reports for relevant state and federal agencies.
- Reconcile all payroll liability accounts to year-end balances.
- Develop statistical information in costing and projections for classified and certified negotiations.
- Establishes and maintains professional, positive, cooperative and harmonious relationships with administrators, staff, students, parents and the community.
- Uses computer technology for specified program tasks as needed for instruction or communication.
- Achieves professional growth as directed by the district, through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Responds in a cooperative and positive manner to supervision and direction.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Achieves and maintains satisfactory levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.



- Good communication, organization and computer skills. Strong work ethic.
- Regular and reliable attendance to job and work duties.
- Support the philosophy and mission of School District 9.
- Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing.
- Must work in an atmosphere that may be stressful with frequent interruptions.

Rate of Pay:

According to Confidential Salary Schedule