

Solanco School District

Position Title: Payroll Clerk

Site: District

Classification: F/T 40 hours 12 months

Reports to Immediate Supervisor: Business Manager

Responsible to: Business Manager

DEFINITION/GENERAL DESCRIPTION OF DUTIES

This position is responsible for accurately and timely processing of the bi-weekly payroll for Solanco School District. The position is accountable for calculating, reporting and paying all payroll, related taxes and benefits and maintaining employee benefit deductions. Critical areas currently include calculating annual increases for all staff, determining voluntary deductions, reconciliation of timecard employee attendance and verifying that all calculations are accurate.

ESSENTIAL FUNCTIONS

1. Maintains organization in the payroll department as related to employee payroll files including but not limited to basic file maintenance, compliance with federal and state and district recordkeeping requirements, archiving payroll and employee data, etc.
2. Processes all employee salaries, terminations and changes as approved by the School Board.
3. Verifies employee salaries per district procedures including all employment verifications and salary information.
4. Processes biweekly payroll for hourly, exempt, non-exempt and salaried employees including extra pay requests and extra duty pays as required.
5. Ensures direct deposit file is prepared accurately, in a timely manner and uploaded to the bank for the designated administrator to approve and release for payment. Issuing pay checks outside of regular bi-weekly pay cycle in accordance with guidelines and when approved by designated administrator.
6. Calculates salaries for leaves of absence, terminations, retirements, and new hires. Responds to inquiries from employees regarding the calculations and address any related issues.
7. Maintains up to date list of voluntary deductions (i.e. medical deductions, professional dues, 403(b) contributions, Health Savings Account, Flexible Spending Account, SEF and other authorized deductions), reduces salary for mandatory and voluntary deductions. Reduces salary for mandated wage garnishments.
8. Prepares monthly, quarterly and annual reports as requested by designated administrator.
9. Verifies reports and reconciles PSERS deductions.
10. Coordinates and prepares the remittance of all taxes and voluntary deductions bi-weekly to include: federal employee social security, federal employer social security, federal, state and local income taxes, PSERS retirement, healthcare deductions, credit union, 403(b) contributions, professional dues, Health Savings Account, Flexible Spending Account, Solanco Education Foundation, etc.
11. Maintains all payroll ledgers (bi-weekly, monthly, quarterly, annual) for all categories.
12. Preparation, reconciliation, verification, processing and reporting of quarterly payroll tax returns, IRS Form W-2, annual employee salary letters, letter of assurance, and annual wage and salary advancements.
13. Preparation of annual employee payroll calendars.
14. Maintenance of insurance records.
15. Preparation, reconciliation, verification, processing and reporting of IRS Form 1095 Employer Provided Health Insurance Offer of Coverage.
16. Maintains reconciliation, verification, and analysis of Affordable Care Act hours of service.
17. Stays current on business office software enhancements as it pertains to payroll processing.
18. Responds to unemployment office and worker compensation claim inquiries.
19. Coordinates Employee Wellness Program activities.
20. Maintain Act 93 Miscellaneous Wellness Benefit records and process reimbursement through payroll.
21. Recommends process improvements and maintains up to date procedures.
22. Keeps informed of latest developments in the payroll and employee benefits areas through continuing education.
23. Maintains optimum relationship with other staff members by being courteous and always mindful of the importance of confidentiality.
24. Performs other functions as assigned by the Business Manager or Superintendent.

SCOPE AND IMPACT

This position works directly with the Business Manager on payroll and benefit activities. This position accomplishes most of its tasks through diversified procedures under general direction. Internal contacts include school district personnel and retirees. External contacts include various federal, state, and local organizations as appropriate. No supervisory responsibility is involved in the position.

MINIMUM REQUIREMENTS

High School diploma, general business training and a minimum of two years of payroll experience is preferred.

Requires submission of pre-employment medical examination.

Requires original certificates of clearance for the following three background checks:

- Department of Human Services Child Abuse History Clearance
- Pennsylvania State Police Request for Criminal Records Check
- Federal Criminal History Record Information (CHRI)

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

SPECIAL SKILLS

This position requires a thorough understanding and extensive knowledge of payroll processes and employee practices, procedures and benefits as well as federal, state and local payroll tax regulations. An understanding of the employee handbook, bargaining union contract, administrator's benefits and policy manual. Ability to use a computer. Accounting and mathematical skills are necessary. Must have good interpersonal skills using tact and diplomacy and an ability to maintain confidentiality is essential. Demonstrate proficiency with the Microsoft suite of office products and position related software, be highly organized; be confidential; act as a team player; be flexible to work on multiple tasks; detail oriented; able to learn new skills; and maintain composure and effectively deal with constant change.

DEPARTMENT/ORGANIZATION

- Keeps current with related technology and developments that impact the building/District.
- Makes decisions consistent with the District mission and core values, establishes and maintains effective communication and positive relationships within the District.
- Maintains an optimum relationship and works cooperatively with other staff members by being courteous and always mindful of the importance of confidentiality.
- Projects a positive image of the District and its programs and services.

PHYSICAL/SENSORY/COGNITIVE/WORK ENVIRONMENT

Physical Demands:	Sitting 75%, walking/standing 25% Ability to reach above and below the waist Ability to use fingers to pick, feel and grasp objects Some stooping, bending and twisting of the body Ability to lift and/or carry supplies weighing up to 20 lbs. or more Ability to sit for extended periods of the workday Ability to move fingers and hands for keyboarding
Sensory Abilities:	Visual and Auditory acuity Visual acuity to read correspondence and computer screens Auditory acuity to be able to deal effectively with people
Cognitive Ability:	Ability to communicate effectively Ability to exercise good judgment Ability to follow written and verbal directions Ability to work as a member of a team Ability to be cooperative, congenial and service oriented Ability to work in an environment with frequent interruptions and limited supervision
Work Environment:	Normal office environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. The above description covers the most significant essential functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which, would be in conformity with the major purpose of this job.