



WHEATON AREA SCHOOLS JOB DESCRIPTION

GENERAL INFORMATION

Position Title: Payroll Clerk
Reports To: Superintendent/Business Manager
Revision Date:

Department: Business Services
Exempt Status: Non-Exempt
Last Classification Review:

JOB SUMMARY

Reviews, organizes, and processes district payrolls in a manner which ensures the confidential treatment of all information and consistently delivers timely, accurate payrolls, including the completion/submission of all required and/or requested reports. Also ensures the accurate record keeping and filing of payroll related records and documentation and responds to questions from employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Processes and generates the semi-monthly payroll for all District employees.

- Utilizes SmartHR and SmartER systems to enter information, verify, and calculate payrolls
- Calculates and processes all regular, supplemental, retro, and extra-curricular payrolls.
- Tracks and processes payroll changes including lane changes, salary increases, new hires, terminations, pay deductions, etc.
- Creates general ledger entries and vouchers for every payroll.
- Prepares and submits direct deposits to staff and/or processes paper checks.
- Sorts, Reviews and inputs employee timesheets
- Generates, maintains, and tracks employee sick, personal, and vacation leave
- Creates wage statements for all employees.
- Reconciles and pays all insurance, 403B, Flex and employee garnishments
- Reports, reconciles, and pays TRA, PERA, MN new hires, and CES
- Remits tax payments, completes and files quarterly and annual payroll tax returns.
- Processes W-2s
- Assist employee and administration concerning any issues that may arise regarding payroll.
- Keeps current on payroll regulations and reporting requirements.
- Assist Business Manager with yearly audit.
- Performs other job-related duties as requested or assigned.

EDUCATION/CERTIFICATION/EXPERIENCE REQUIREMENTS

Requires a minimum of High School Diploma or GED and experience related to payroll processing, accounting, or HR administrative support; and/or evidence of equivalent education and experience necessary to perform the requirements of the work

KNOWLEDGE, SKILLS AND ABILITIES

- Basic accounting and bookkeeping functions, processes and district operations as it pertains to payroll processing.

- Laws, rules, regulations and reporting requirements pertaining to FMLA, ACA, payroll processing, payroll tax, deductions, retiree payroll reporting, UFARS, and school finance.
- Bargaining agreement terms and conditions dealing with salaries, pay rates, and benefits related to payroll processing.
- General office and administrative procedures and operational requirements
- Office equipment, software systems and applications used within the district for payroll processing
- Understanding and ability to ensure the security and confidentiality of data, transactions, and discussion of sensitive payroll/human resources related information.
- Consistent accuracy, completeness, and the ability to meet deadlines
- Ability to perform assigned functions with minimal direction
- Excellent organizational, planning and time management skills.
- Ability to work cooperatively with others, in a manner that builds respect and teamwork.

WORK ENVIRONMENT

This is an administrative support position performing job duties and assignments in a typical district office environment where there are a minimum or environmental hazards and risks associated with performing the job.

PHYSICAL JOB REQUIREMENTS

Employee is continuously required to sit, use hands to fingers to handle or feel, and reaches with hands and arms; intermittently stands; occasionally stoops, kneels and/or crouches. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Department Head's Signature

Date

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.