

<b>Position:</b>	Payroll Secretary
<b>Reports to:</b>	Treasurer
<b>Employment Status:</b>	Regular/Full-time/Part-time
<b>FLSA Status:</b>	Non-Exempt
<b>Description:</b>	Processes payroll, purchase orders, and checks. Coordinates medical benefits, workers compensation and unemployment. Works with the Treasurer to meet all office requirements and deadlines
<b>NOTE:</b>	The below lists are not ranked in order of importance

**Essential Functions:**

- Maintains personnel records as they relate to payroll, absences, and employee benefits
- Make contact with the public with tact and diplomacy
- Maintain respect at all times for confidential information
- File paperwork
- Interact in a positive manner with staff, students, and parents
- Attend meetings and in-services as required
- Prepares bi-weekly payroll including direct deposits. Processes all deduction checks (credit union, garnishments, union dues), payment of taxes, and retirement. Electronically submits payment for taxes and Medicare
- Processes all substitute, period substitute, supplemental pay, and extracurricular events.
- File monthly reports with SERS and STRS, preparing refund requests.
- Verify service credit for former employees
- Assist new substitute teachers with completing required paperwork
- Balances accounting and payroll systems monthly, quarterly, and year-end
- Does employment verification
- Processes and updates personal leave requests
- Transfer Sick Leave for previous employees
- Enter timesheet time on payroll spreadsheets
- Make any other necessary tax, annuity, or deduction changes that need to be made
- Portion of onboarding of new employees
- Calculate sick leave for employees who have changed jobs
- Update spreadsheets for payroll (Termination, vacation, sick leave, personal leave, etc.)

**Other Duties and Responsibilities:**

- Perform other duties as assigned by the Treasurer

**Qualifications:**

- Associate degree in Accounting/Business
- One to two years of related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- Experience with state software preferred

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem-solving skills

- Excellent computer skills
- Proficiency in math
- Knowledge of accounting practices and procedures
- Ability to be flexible and adapt to changing situations
- Ability to prioritize and meet deadlines
- Excellent attention to detail

**Equipment Operated:**

- Calculator
- Computer/printer
- Copy/fax machine
- Binding machine
- Telephone/cellular phone
- Postage meter

**Additional Working Conditions:**

- Exposure to blood, bodily fluids, and tissue
- Operation of a vehicle under inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays, including calamity days
- Interaction with staff/students
- May be Required to travel to meetings
- Occasional requirement to work overtime, e.g., evenings, weekends
- Repetitive hand motion, e.g., computer keyboard

**Terms of Employment:**

1. Twelve Months
2. Hours Per Job Posting
3. Salary as per secretarial schedule for administrative office personnel
4. Fringe benefits as approved by the Board of Education
5. Vacation and holidays as per agreement with support staff for twelve-month employees

**Evaluation:**

1. Performance of this job will be evaluated in accordance with provisions of the Board's policy

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education  
Adoption date: March 17, 2025