**Clearview Local School District**

**JOB DESCRIPTION**

**TITLE:** PAYROLL SUPERVISOR (File: 3002)

**REPORTS TO:** Treasurer

**Job Objectives:** Assists the treasurer with the accurate timely processing of payrolls.

**Minimum Qualifications:**

* High School diploma and satisfactory pre-employment skill test score.
* Post-secondary training in accounting is desirable.
* Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
* Documentation of a clear criminal record.
* Complies with drug-free workplace rules and board policies.
* Bookkeeping skills and the ability to compute mathematical data

accurately.

* Meets all prerequisite qualifications to be bonded.
* Congenial telephone etiquette.
* Multitasking ability and strong diplomacy skills.
* Proficient in office protocol and the use of information technology

systems.

* Proficient in data entry, spelling, proofreading, and the correct use of

grammar.

* Proficient in the use of computer software and maintenance of office

records.

**Responsibilities and Essential:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

**Functions:**

* Performs clerical duties. Takes the initiative to perform routine tasks

independently. Organizes and maintains a functional filing system that

ensures the safe retention and efficient retrieval of office records.

* Upholds board policies and follows administrative procedures.

Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.

* Respect personal privacy. Maintains the confidentiality of privileged information.
* Answers the telephone. Takes/delivers messages. Schedules appointments as directed.
* Keeps current with policy and procedure changes. Helps keep staff

informed about relevant issues. Refers inquiries requiring policy

interpretation to administrative staff.

* Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.).
* Composes and types routine correspondence, memos, notes, forms, etc.
* Collects, compiles, edits, and types statistical data and reports as directed.
* Uses photocopying and duplicating equipment to reproduce documents.
* Prepares complete and systematic financial records as directed.

Assembles data for financial analysis/forecasting when requested. Works cooperatively with auditors.

* Maintains forms related to administrative procedures and program

functions.

* Helps maintain medical, personal/family leave, and vacation records.
* Processes the payroll. Reconciles payroll records. Distributes paychecks or deposit confirmation forms as directed.
* Keeps files and supplies properly stored to maintain an orderly office.
* Periodically discards archived records as directed. Follows the records

retention and disposal schedule adopted by the board.

* Takes precautions to ensure staff/student safety. Watches for student

behavior that may indicate a problem (e.g., profanity, teasing, bullying,

distress, etc.). Intervenes and/or reports concerns to an administrator.

* Reports evidence of suspected child abuse as required by law.
* Keeps current with advances in office technology. Updates office

procedures.

* Cross-trains with other office staff as directed. Offers assistance when

needed.

* + - Serve as backup processor of accounts payable on a regular basis (at least 2 pays per quarter)
		- Create requisitions as requested
		- Create and reconcile monthly memo disbursements against bank and school foundation.
		- Assist with monthly book to bank cash reconciliation
		- Conduct end-of-month and end-of-year closing routine through META
		- Enter new vendors as requested.
		- Enter invoices into the computer system.
		- Prepare checks and pay bills.
		- Assist with the maintenance of fixed asset records. Assist with preparation of end-of-year reports.
* Participates in staff meetings and professional growth opportunities as

directed.

* Accepts personal responsibility for decisions and conduct.
* Wears appropriate work attire and maintains a neat appearance.
* Strives to develop rapport and serve as a positive role model for others.
* Reset passwords for META users in the district.
* Process all contracts and salary notices for both certified and classified

employees to ensure proper calculation of the biweekly payroll.

* Responsible for co-ordination of Worker's Compensation Benefits.
* Process all Federal, State and City Taxes.
* Responsible for typing/photocopying/distributing copies of Board

Minutes, reports, schedules, letters, and other miscellaneous items as

directed by the Treasurer.

* Prepares annual financial reports for GAAP.
* Assist in posting of receipts.
* Performs other specific job-related duties as directed.

**Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties. Demonstrates professionalism and contributes to a positive work environment.

* Performs prescribed activities efficiently with limited supervision.
* Reacts productively to interruptions and changing conditions.
* Effectively uses verbal, nonverbal, writing, and listening skills.
* Completes paperwork accurately. Verifies and correctly enters data.
* Maintains an acceptable attendance record and is punctual.

**Working Conditions:**

* Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.
* Duties may require lifting, carrying, and moving work-related supplies/equipment.
* Duties may require operating and/or riding in a vehicle.
* Duties may require traveling to meetings and work assignments.
* Duties may require performing repetitive tasks quickly.
* Duties may require prolonged use of a computer keyboard and monitor.
* Duties may require standing, reaching, bending, crouching, and/or kneeling.
* Duties may require working extended hours.
* Duties may require working under time constraints to meet deadlines.
* Potential for exposure to adverse weather conditions and temperature extremes.
* Potential for exposure to blood-borne pathogens and communicable diseases.
* Potential for interaction with disruptive and/or unruly individuals.

**Compensation:**

* Salary shall be established by the Central Office Classified Salary Schedule.

**Performance Evaluation:**

* Job performance is evaluated according to the policy provisions adopted by the Clearview Local School District Board of Education.