

JOB PROFILE: PAYROLL SECRETARY
Reports to: Director of District Operations

Classification: Administrative Secretarial **Hours/Day:** 7.5 **Days/Year:** 260

Purpose/Summary

To provide confidential secretarial, clerical and administrative support to the Director of District Operations; to act as a liaison and information conduit among the department, staff members and administration.

Essential Duties and Responsibilities

- Perform all secretarial, clerical projects and duties and act as a liaison between immediate supervisor and others.
- Receive and audit time sheets for all district employees.
- Compile and maintain a complete payroll record for each employee including all payroll deductions such as health insurance, social security tax, union dues, deferred compensation, retirement, loans, etc.
- Organize all information pertaining to appointments, salary increases, promotions, resignations, terminations, leaves of absence without pay and other changes affecting the payroll.
- Calculate periodic or special payrolls, deductions, salary increases, final paychecks and net pay.
- Prepare paychecks and maintain employee payroll history.
- Balance payroll earnings and deductions; make related transfers of funds and deposits.
- Maintain employee attendance records; verify and input individual sick leave and vacations and other payroll information.
- Prepare and submit payroll reports and forms including those required by Internal Revenue Services, PSERS, Federal Insurance Contributors' Act (FICA), and Workers' Compensation Commission.
- Maintain current knowledge of changes in bargaining contracts, labor laws, Education Code, and Federal and State payroll regulations and changes.
- Respond to questions or complaints from employees regarding pay, deductions, sick leave, vacation and other payroll information.
- Fulfill other duties and tasks assigned by supervisor.

Education and/or Experience

High School Diploma, Associates Degree or higher preferred
Minimum four years of experience in related field

Certifications, Licenses, Registrations

Act 34/151/114/126/168 Clearances/Certifications required

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge and Abilities

Knowledge of current office technology devices and applications. Ability to think critically and problem solve. Knowledge of accounting principles and payroll. Knowledge and understanding of payroll functions and management of books.

Academic Skills - Knowledge of basic bookkeeping and ability to understand, manage and organize resources to support the business and facilities departments. Ability to learn the use of new technological resources and tools with minimal training.

Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to read, edit and formalize documents for public review and use. Ability to communicate effectively with administration and staff.

Math Skills – Knowledge of arithmetic, bookkeeping, accounting and their applications. Ability to use math skills to complete payroll and other accounting procedures related to payroll. Possess the ability to develop spreadsheets to manage data and generate payroll.

Technology Skills – Demonstrate competency with up-to-date computer software, including Word processing and Excel. Familiarity with payroll software. Ability to manage and manipulate large databases of information. Be able to enter data to generate documents related payroll. Ability to understand content in order to organize, manage and communicate electronically.

Reasoning Abilities – Ability to problem solve, multi-task and utilize time and resources properly. Ability to assist with the organization of synthesized information.

Other Skills and Abilities

- Maintain high emotional energy.
- Respond to staff inquiries and maintain a positive and proactive response to staff.
- Serve as a representative of the school and must possess the skills of discretion, confidentiality, flexibility and adaptability to change.
- Possess patience, sound judgment, and logical reasoning.
- Understand and facilitate needs of various personality types.
- Participate in workshops or seminars.
- Ability to sit for lengthy periods of time during tedious data entry tasks.

Physical Demands

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a **SEDENTARY** Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

Work Environment

The work environment will vary from an office setting to more moderate situations such as conference rooms or large group professional settings. The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.

Primary Work Location

Office Environment	Shop
Classroom/Building	Vehicle
Outdoors	Travel

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Physical and Non-Physical Demands Key**

C - Continuously	F - Frequently	O - Occasionally	R - Rarely	N - Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
Standing		O	Crawling	N
Sitting		C	Bending	R
Walking		O	Twisting	R
Lifting		R	Climbing	R
Carrying		R	Balancing	R
Pushing/Pulling		R	Vision	C
Reaching		O	Hearing	C
Handling		R	Talking	C
Fine Dexterity		F	Foot Controls	N
Kneeling		R	Teamwork	C
Crouching		R	Tedious or exacting work	F
Time Pressures		F	Noisy or distracting environment	R
Emergency Situations		R	Other (Specify): Flexible work hours to accommodate building schedules and professional development	R
Frequent Change of Tasks		O	Other (Specify):	
Irregular Work Schedule/Overtime		R	Other (Specify):	
Multi-Tasking		O	Other (Specify):	

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Effective Date 1-3-18 Agulto, EdD