

Category: **Secretarial/Clerical/Payroll**  
Date Posted: **06/10/2022**  
Location: **Stow-Munroe Falls Board of Education**  
Date of Availability: **07/05/2022**  
Date Closing: **06/27/2022**

Hello,  
We are hiring for two (2) Payroll Specialists. Internal and External are welcome to apply.  
Thank you,  
Human Resources

**Title:** **PAYROLL SPECIALIST** **File**  
**203**

**Reports to:** Treasurer/CFO

**Job Objective:** Performs duties that support the effective processing of payrolls and related employee benefits.

**Minimum** · High school diploma or GED. An acceptable score on a pre-employment test may be required.

**Qualifications:** · Post-secondary business school training or equivalent accounting work experience is desirable.

- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Meets all prerequisite qualifications to be bonded.
- Multitasking ability and strong diplomacy skills. Congenial telephone etiquette.
- Keeps current with technology and other workplace innovations that support job functions.
- Proficient in office protocol, data entry, spelling, proofreading, and the correct use of grammar.
- Accounting skills and the ability to consistently accurately compute and record mathematical data.
- Energetic self-starter. Gives careful attention to details and effective customer-service.

**Essential** · Provides clerical services. Organizes assigned duties. Takes the initiative to perform routine tasks

**Functions:** independently. Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of files/records. Maintains an orderly work area.

- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district.
- Promotes effective communications and assistance. Uses problem-solving techniques to

tactfully address questions/concerns. Refers district policy/procedure questions to administrators.

- Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open.

- Schedules appointments as directed. Maintains an office calendar. Prepares bulletin/message boards and displays as directed. Keeps administrators/staff informed about scheduled events.

- Helps communicate information about weather delays and program cancellations.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of database information as directed.

- Helps prepare complete and systematic records. Assembles data for analysis and/or forecasting. Facilitates collaborative work with auditors.

- Analyzes account activities. Prepares monthly recaps as directed.
- Reconciles bank statements as directed. Files checks in numerical order.
- Prepares wage change notices. Verifies that employees are placed on the correct salary schedule/experience level. Collects and maintains payroll deduction authorization forms.

- Verifies time sheets. Calculates gross wages. Processes the payroll. Reconciles payroll records. Distributes paychecks/deposit confirmations forms as directed.

- Maintains medical, disability, personal/family leave, and vacation records.
- Verifies the timely completion of required payroll reports and tax payments.
- Maintains monthly, quarterly, and annual payroll reports. Prepares employee W-2 forms.

- Verifies authorized employment inquiries (e.g., loan applications, etc.).
- Processes employment services, worker compensation, and unemployment reports.
- Maintains retirement program records. Processes end of employment forms.
- Composes and prepares routine correspondence, memos, notes, forms, etc.
- Transcribes, prepares, duplicates, and processes routine documents and special mailings.
- Collects, compiles, edits, and prepares statistical data and reports as directed.
- Helps gather information for grant/foundation proposals as directed.
- Assists with committee assignments and/or special projects as directed.
- Uses photocopy/duplicating equipment. Fixes minor malfunctions. Contacts vendors as directed.

- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Maintains forms related to administrative procedures and program functions.
- Monitors and reorders office supplies to maintain reliable service levels.
- Discards archived records following the board-adopted records retention/disposal schedule.

- Respects personal privacy. Maintains the confidentiality of privileged information.
- Keeps current with advances in office technology. Updates office procedures.

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- Cross-trains with office staff and assists with unexpected/urgent situations as needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.

- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other treasurer's office duties as directed by the treasurer or assistant

treasurer.

**Abilities** The following personal characteristics and skills are important for the successful performance

**Required:** of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Performs duties efficiently with limited supervision. Strives to meet deadlines.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.

**Working** To promote safety, employees are expected to exercise caution and comply with safety regulations

**Conditions:** and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.

**Performance** Job performance is evaluated according to policy provisions and contractual agreements adopted

**Evaluation:** by the Stow-Munroe Falls City School District Board of Education.

The Stow-Munroe Falls City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

Staff member shall serve as a role model in how to conduct themselves as citizens and as responsible, intelligent human beings in order to help instill in students the belief and practice of ethical principles and democratic values.