RISING SUN-OHIO COUNTY COMMUNITY SCHOOL CORPORATION JOB DESCRIPTION

JOB TITLE: Director of Payroll TYPE OF POSITION: Classified REPORTS TO: Business Manager

POSITION PURPOSE: Compiles payroll data to maintain payroll records by performing the following duties:

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- 1. Compiles payroll data such as hours worked, taxes, insurance, union dues to be withheld, and employee identification number from time sheets and other records.
- 2. Prepares computer input forms, enters data into computer files, or computes wages and deductions and posts to payroll records.
- 3. Reviews wages computed and corrects errors to ensure accuracy of payroll.
- 4. Records changes affecting net wages such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records.
- 5. Prepares and issues paychecks.
- 6. Keeps records of leave pay.
- 7. Prepares and records monthly, quarterly and annual reports.
- 8. Prepares periodic reports of earnings, taxes, and deductions.
- 9. Balance and reconcile bank statement
- 10. Performs other duties as required.
- 11. Perform detailed duties as follows:
 - A. (Every two weeks)

Pre-computer preparation – for payroll Affidavits, claims, bus driver claims, pay losses, extra-curr. payments, retiree pay Computer entry Proofing pay 60 or trial balance Proofing deductions and distributions Printing payroll checks Posting payroll to budget Typing checks for deductions Figuring and preparing checks for taxes Attendance entry for – cafeteria, custodians and bus drivers

B. (Monthly)

State and county tax payment (20th of month) Reconcile bank statement Balance budget Print budget reports Clear monthly totals

C. (Quarterly)

Retirement reports and payments – TRF, PERF Unemployment report, UC –1 report State and county tax report Federal tax report – 941 Clearing qtr. totals/setting up new files (computer)

D. (Annual)

Balancing and printing year end reports (using checklist) Balancing and preparing W-2's

E. (Misc)

Section 125 maintenance NCI sub billing Jury duty records Sick bank records – classified, certified Attendance reports Preparation of classified contracts Retirement forms – TRF, PERF Verification of employment Disability earnings Garnishments, Levies on earnings Balance clearing account Sub teacher FICA records Checklists for fiscal end (including P-31 report)

QUALIFICATIONS:

- 1. High School diploma
- 2. One-year certificate from college or technical school or three to six months related experience and/or training; or equivalent combination of education and experience.
- 3. Ability to prepare written reports and correspondence.
- 4. Ability to plan and organize, good work habits, cooperative, and able to work well in group situations.
- 5. Ability to calculate figures and amounts such as discounts, percentages, and interest.
- 6. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- 7. Ability to type accurately at a minimum speed of 50 words per minute. Employee should also be able to use the machines, tools, equipment and work aids which may be representative, but not all inclusive, of the commonly associated with the type of work, calculator, tools, charts, forms, ledgers, schedules and computers.
- 8. Other qualifications that the School Board may require.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

There are no environmental hazards indicated for this position.

TERMS: Length of year and rate of pay to be determined by the School Board.

EVALUATION: Evaluation of performance on this job will be in accordance with the provision in the policy handbook.