

**PANA COMMUNITY UNIT SCHOOL DISTRICT #8**  
**JOB DESCRIPTION**

**Position Title:** \_\_\_\_\_ Payroll Clerk  
**Department:** \_\_\_\_\_ District Administration/Staff  
**Reports to:** \_\_\_\_\_ District Superintendent  
**FLSA Class:** \_\_\_\_\_ Non-Exempt  
**Revised Date:** \_\_\_\_\_ July 10~~17~~, 2017~~4~~

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**SUMMARY**

This position is responsible for assisting in the administration of the district's business affairs to provide the maximum educational services for the financial resources available.

**DUTIES**

1. Operates office equipment such as fax machines, copiers, etc.
2. Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals.
3. Greets visitors, students/staff and callers, handles their inquiries, and directs them to the appropriate persons according to their needs when necessary.
- ~~2.~~
- ~~3-4.~~ Responsible for keeping district accounting records (i.e. payroll, TRS, IMRF, and Medicaid).
- ~~4-5.~~ Assists with administering grants with budget preparation and timely spending of all grant monies.
- ~~5-6.~~ Reviews personnel records to determine names, rate of pay, and occupations of newly hired employee and changes in wage rates and classifications of employees on payroll.
- ~~6-7.~~ Directs computation of pay according to Districts policy.
- ~~7-8.~~ Complies and prepares other payroll data such as pension, insurance, annuities and payroll deductions.
- ~~8-9.~~ Assists auditors during the annual district audit.
- ~~9-10.~~ Assists with preparation of annual financial reporting for publication in newspaper each November.
- ~~10-11.~~ Assists with preparation of annual budget.
- ~~11-12.~~ Responsible for keeping all district payroll records, posts time sheets, prepares payroll, prints checks, sorts, stamps, and distributes to employees.
- ~~12-13.~~ Prepares government reports that are routine or assigned by the Superintendent.
- ~~13-14.~~ Processes payroll date for all districts employees and maintains accurate, up-to-date files of all payroll information.
- ~~14-15.~~ Balance payroll and with holding accounts. Distributes payroll deductions in compliance with local, State, and Federal statutes.
- ~~15-16.~~ Prepares required governmental reports, retirement, IRS, W-2's, Workers' compensation, Unemployment Compensation, etc.
- ~~16-17.~~ Acts as the employee benefits coordinator.
- ~~17.~~ Greets visitors, students/staff and callers, handles their inquiries, and directs them to the appropriate persons according to their needs.
18. Sets up and maintains paper and electronic filing systems for records, scheduling, correspondence, and other material.
19. Prepare District employee seniority list as required in union contacts.
20. Works with retiring employees to prepare and file all required forms.

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21. Responsible for keeping records of employees' leave of absences (i.e. FMLA and daily attendance sick, vacation, personal, unpaid days).
22. Submit home bound report to Mid-State Special Education for salary and benefits amounts and number of days employee serviced the student.
23. Responsible for acting as the district's HIPAA compliance officer.
24. Maintains documentation relating to the district's health insurance policy.
- ~~24,25.~~ Maintains records and process all insurance claims of district-wide employees, and prepares reports as necessary.
- ~~25-26.~~ Completes forms in accordance with school district procedures.
- ~~26-27.~~ Performs basic payroll and accounting type tasks as required. Including the collection of funds. i.e. insurance premiums or payroll reimbursements).
- ~~27-28.~~ Responsible for maintaining locked confidential personnel files on all certificated and non-certificated employees.
- ~~28-29.~~ Performs many tasks that are in concert with District Bookkeeper.
- ~~29-30.~~ May be required to perform other tasks as assigned by the Superintendent, Assistant Superintendent of Business, and or the Board of Education.

#### **QUALIFICATIONS**

1. High School Diploma or equivalent required.
2. A minimum of 2-5 years experience in an accounting, bookkeeping, or related position.
3. Knowledge of Microsoft Office programs including Word, Excel, Access, Powerpoint, etc.
4. Ability to lift and carry up to 20 lbs.
5. Ability to push/pull up to 10 lbs.
6. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
7. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the general public.
8. Enforce school regulations and policies in a professional manner.
9. Ability to maintain good working relationships with fellow employees and pupils.

#### **SCHEDULING**

The current work hours for this position are 8:00 a.m. to 4:00 p.m. The schedule is subject to change with district demands. Overtime is required when requested.