

HARVEY PUBLIC SCHOOLS - DISTRICT NO. 152

TITLE: PAYROLL SPECIALIST

CLASSIFICATION: 12 months

QUALIFICATIONS:

1. High School Diploma and higher with accounting and bookkeeping course work and/or equivalent experience.
2. Proficiency in typing and use of computer with working knowledge of Excel, Microsoft, and Word Perfect.
3. Skilled in payroll practices with working knowledge of State and Federal withholding reporting and Teachers' Retirement and Illinois Municipal Retirement pension reporting statements.
4. Skilled in payable practices with working knowledge of vendor payment preparation.
5. Experience in the use of office machines; binders, copiers, fax, microfiche and postage meter.
6. Shall possess effective oral and written communication skills.
7. Ability to relate to all people in a positive manner.
8. Any alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Business Manager

JOB GOALS:

1. Maintain and operate a payroll system for the district.
2. Process payroll checks as scheduled by the Board of Education for district employees in accordance with the district's salary policies.
3. Administer the district's benefit program as directed by the Board of Education for district employees.
4. Assist in the efficient operation of the district business sector.

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PERFORMANCE RESPONSIBILITIES:

1. Processes all new contracts and pay schedules for all employees of the district.
2. Computes time cards and time sheets for hourly workers.
3. Responsible for processing wage garnishments, student loan defaults, and attorney fee deductions.
4. Prepares payrolls as required for data processing by the Township Treasurer.
5. Compiles employment packages, certified and non-certified.
6. Assists all school personnel in the areas of pensions, disability, change of beneficiary, withholding, and insurance benefits.
7. Handles health insurance for district employees which includes keeping the filling up to date with deletions and/or additions and handling problems with claims. Send cobra notification and collection of moneys.
8. Prepares bi-weekly, quarterly and yearly reports to state and federal tax systems, Teachers' Retirement System, and Illinois Municipal Retirement fund.
9. Maintains by month district budget revenues and expenditures by line item and year-to-date totals as received from the Township Treasurer.
10. Distributes W-2 as received from the Township Treasurer.
11. Prepares monthly reconciliation and worksheets of all moneys received from each school and central office.
12. Prepares for the district audit at the end of the fiscal year.
13. Supplies all schools with the necessary bookkeeping materials and related forms and assist school secretaries and food service secretary with specific bookkeeping problems.
14. Maintains and update district employees permanent pay record.

SALARY: Established by Board of Education after consideration of the recommendations of the Superintendent

EVALUATION: Annually by the Business Manager