

Mackay School District
Classified job Description
Payroll Manager/Treasurer

Definition: To maintain all payroll and personnel files and receipts all revenue received by the district.

Work Schedule: Twenty (20) hours per week. This position is a 12 month position. Employee shall receive twelve (12) sick days and five (5) vacation days per year.

Example of Duties:

- *Assists with carrying out policies and administrative guidelines for the recruitment, screening and orientation of all personnel.
- *Receipts money and acts with the board and budget manager as custodian of all monies belonging to the district.
- *Assists in preparation and monitoring of the district budget.
- *Reviews each AP and signs the check prior to board meeting.
- *Prepares all payroll/personnel for the annual audits (State Insurance Fund, PERSI, transportation, etc.).
- *Maintains and distributes the personnel contracts.
- *Oversees the processing of employees' paperwork for job entry and ensures the verification of experience forms for payroll purposes.
- *Manages human resource programs (i.e. payroll, unemployment, health and life insurance, PERSI, 125 plans, workman's compensation, background clearances, etc.)
- *Maintains accurate and complete personnel records on all employees.
- *Ensures that all human resource information in the accounting system is kept current and accurate.
- *In cooperation with the administrative staff, ensures compliance with federal and state laws, policies and procedures concerning personnel (i.e. FMLA).
- *Keeps accounting of employee absences.
- *Maintains the daily Teachers Attendance Report and send to the technology manager once a month.
- *Prepares payroll (i.e. timesheets, benefits, new personnel/personnel changes, retirement, etc.) and posts payroll.
- *Prepares all monthly, quarterly, and year end payroll reports (i.e. deduction/benefit, State Insurance Fund, W2s, etc.).
- *Maintains the 60 day and annual inspection process for all buses.
- * Files the yearly odometer report with the State Department of Education.
- *Prepares, distributes and submits the PL874 forms.
- *Serves as a confidential secretary; screens incoming correspondence routed to supervisor.
- *Plans follow-up to ensure that deadlines are met.
- *Refers specific correspondence to appropriate staff member for reply.

- *Arranges correspondence for supervisor's personal reply in order of priority with appropriate background materials attached for reference.
- *Independently or in accordance with general instructions, composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the District; reviews outgoing correspondence for consistency with operational procedures as well as for format, grammatical construction and punctuation.
- *Gathers and summarizes data.
- *Takes and transcribes dictation of a wide variety of subjects, including materials of a confidential and sensitive nature.
- *Receives and screens a variety of visitors and telephone calls.
- *Refers to other staff members or provides information regarding established District policies, rules and regulations and procedures.
- *Arranges meetings, prepares agenda, and makes adjustments as necessary in scheduled meeting times.
- *May supervise the work of clerical assistants.
- *Establishes and maintains confidential and various administrative files.
- *Other duties as prescribed by the Superintendent.

Desirable Qualifications:

Knowledge of:

- *Organization of a clerical operation.
- *Modern office methods and equipment, including filing system, receptionist and telephone technique, letter and report writing and office equipment operation.
- *English usage, grammar, spelling, vocabulary and punctuation.

Ability to:

- *Learn, interpret and apply District policies, rules and regulations, and procedures.
- *Take responsibility and use good judgment in recognizing scope of authority.
- *Compose correspondence independently.
- *Plan and organize the work of others.
- *Maintain complete and accurate records and prepare concise reports.
- *Function in situations requiring tact, diplomacy and discretion.
- *Understand and follow complex instructions, both oral and written.
- *Type at a net correct speed of 45 words per minute.
- *Pass a criminal background check.

Please understand there are no contractual rights to this position. All Classified positions with Mackay School District #182 are at-will positions and your employment may be terminated at any time, without cause.

Employee Signature _____ Date _____