

**La Porte Community Schools**  
**JOB TITLE: Payroll Clerk/Certified Staff**  
Educational Services Center

**Position:** Payroll Clerk/Certified Staff

**Immediate Supervisor:** Director of Business Operations

**SUMMARY:** Compiles payroll data to maintain payroll records.

**QUALIFICATIONS:** High School Graduate with abilities in typing, adding machine, copiers, computer skills and general accounting experience

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Compiles payroll data such as hours worked, taxes, insurance, and union dues to be withheld, and employee identification number, from time sheets and other records. Keeps records of leave pay and nontaxable wages.
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. Records data concerning transfer of employees between departments. Prorates expenses to be debited or credited to each department for cost accounting records. Monitors progress and makes projections of expenditures in all fund accounts. Prepares quarterly and annual reports as assigned.
6. Prepares all federal, state, and local payroll tax returns required weekly, monthly, quarterly, and annually. Prepares periodic reports of earnings, taxes, and deductions.
7. Prepares and issues paychecks.
8. Prepares annual "Report Card" of all funds required to be published each year by August 15.
9. Assists in preparation of Form 9.
10. Reconciles corporation checking accounts, accounts payable at four banks, and one payroll account on a monthly basis.

11. Maintains file of names and addresses for proper distribution of substitute payroll, W-2 forms, retirement, and insurance forms.
12. Prepares and reconciles all Extra Duty pay.  
Prepares and reconciles all tax sheltered annuity deductions and corporation billings.
13. Prepares and reconciles all YMCA, Saving Bond, United Way deductions and corporation billings.
14. Prepares and reconciles all 401 (a) deductions.
15. Prepares and reconciles all temporary teacher contracts and pay.
16. Process and review bi-weekly wage garnishment deductions for distribution.
17. Prepares and reviews the monthly Employment Statistics report.
18. Process and reconciles Teacher Union Due deductions.
19. Prepare and work with Certified staff for leave of absences.
20. Prepares and reconciles year-end reports and W-2 forms for all employees.
21. Prepare and reconcile all Certified Staff and Administrators yearly contracts.
22. Assist State Auditors during corporation review.
23. Reviews and reconciles final bi-weekly payroll totals.
24. Process and review bi-weekly Teachers Credit Union ACH.
25. Back-up for co-workers in the payroll department during absences.
26. Back-up for monthly Indiana State Tax ACH payment.
27. Perform any or all other duties as assigned by the Director of Business, Assistant Superintendent or the Superintendent.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

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.

**PERSONAL QUALIFICATIONS:** In addition to the education and experience requirements, this individual must possess skill in communicating effectively with school administrators and staff and maintain good relations with the business community in general.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of school employees.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color 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 individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary to be determined by the Board.