

Job Title: Payroll Assistant
Department: Business Department
Reports To: Payroll Manager & Finance Director
FLSA Status: Non Exempt
Salary Schedule: SC Lane 06



SUMMARY

The Payroll Assistant works under the direction of the Payroll Manager and Finance Director, to provide support to Business Department staff. The Payroll Assistant performs a variety of business tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Reviews various payroll documentation for accuracy.

Organizes and files business documents.

Assists with data entry of payroll information for processing.

Helps with the UKG implementation parallel process.

Verifies accuracy of benefit assignments.

Verifies accuracy of stipend payments between systems.

Completes verification of employment requests.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

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Ability to use excel, word, and email.

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

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 use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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.*

While performing the duties of this job, the noise level in the work environment is usually quiet.

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| Prepared By: Finance Director | | Date: 10/16/2024 |
| Approved By: Assistant Director, Human Resources | | Date: 10/16/2024 |
| <input type="checkbox"/> Reviewed <input type="checkbox"/> Revised | By: | Date: |
| <input type="checkbox"/> Reviewed <input type="checkbox"/> Revised | By: | Date: |

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

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|---------------------|-------|
| Print Name: | Date: |
| Employee Signature: | |