

## **PAYROLL CLERK**

**TITLE:** Payroll Clerk

**LOCATION:** Administrative Center

**SUPERVISOR:** Director of Business Services

**SUPERVISES:** N/A

### **JOB SUMMARY:**

Under general supervision of the Director of Business Services, performs a variety of complex financial clerical activities involved in the processing of the district's payroll.

**ESSENTIAL FUNCTIONS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Prepare the District's payroll.
- Maintains payroll journals.
- Interfaces with Township Treasurer's payroll system when completing bi-monthly payroll requirements.
- Keeps records on District insurance (health/medical) program.
- Handles worker's compensation claims and follow-ups and completes OSHA reports annually.
- Maintains Teacher Service Record and Annual Report to TRS which includes keeping substitute teacher's count of days worked.
- Organizes, supervises, and maintains IMRF payroll record information.
- Transports district checks and paperwork to Treasurer's Office.
- Prepares District level reports to Thornton Township Treasurer's office.
- Receipts, records, and deposits all liability checks - taxes, pension, annuities, insurance, wage attachments and miscellaneous deductions.
- Complete verification of employment forms and unemployment records to appropriate agencies.
- Other duties as assigned by the Director of Business Services and/or Superintendent.

**ADDITIONAL RESPONSIBILITIES:** None

**PHYSICAL ACTIVITY:** Occasionally lifting, pulling or pushing during the normal performance of tasks and responsibilities is required. The work requires frequent walking and standing.

**WORK ENVIRONMENT:** Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

**QUALIFICATIONS:**

EDUCATION

High school diploma or GED.

Additional post-secondary work preferred

EXPERIENCE

Two years of full-time highly responsible experience in accounts payable and accounts receivables.

Training or course work in accounting, bookkeeping or business office management.

**OTHER SKILLS AND ABILITIES:**

- Excellent organizational, human relations and decision-making skills.
- Proficient in Microsoft Office.
- Correct English usage, spelling, grammar, punctuation, and fundamental mathematical calculation.

**LICENSES/CREDENTIAL:** NA

**TERMS OF EMPLOYMENT:** Salary is based on market comparisons as determined by the Superintendent. Twelve month work year.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of support staff.