

**Plymouth-Shiloh Local School District
Job Description**

- Title:** Administrative Assistant-Payroll
- Building/Facility:** Board of Education Office
- Reports To:** Treasurer
- Employment Status:** Regular/Full-Time
- FLSA Status:** Classified - Non-Exempt
- Qualifications:** Associate degree in finance/accounting or equivalent work experience, Bachelor's degree preferred.
Is mentally and physically capable and is of good moral character.

Requirements of the Position:

1. Administrative Assistant-Payroll shall work twelve (12) months per year /260-day contract with twenty-day vacation per year after completion of first year.
2. Administrative Assistant-Payroll shall be on duty eight (8) hours per day exclusive of lunch hour. The regular hours of work and the time and length of the lunch hour shall be set by the Treasurer. All assignments beyond the regular work day shall be compensated for by time off which is to be taken at a time approved by the Treasurer or as regulated by the Board of Education.

Duties and Responsibilities:

- Include the following, other duties may be assigned.
- Process payroll for all employees including related withholdings, fringe benefit deductions, direct deposit and employee leave data.
- Works with Treasurer and staff to ensure complete and accurate flow of information for payroll operations including fringe benefit deductions and payments. Verify salary calculations and Board of Education approval.
- Coordinates with Treasurer to ensure accuracy of employee salary and fringe benefit budgeting/reporting/processing and to meet cash transfer/banking requirements.
- Develops and updates payroll policy and procedures manual.
- Develops procedures and internal control systems for all payroll related functions, including form development and revisions.
- Trains and advises associates and building personnel in payroll department policies, technology enhancements, and district policies concerning payroll.
- Works with building associates to resolve payroll issues.
- Preparation of annual salary notices.
- Preparation of work calendars for each classification of staff.

- Maintains employee master files (salary, education, address, years of experience, tax withholding information, etc.).
- Performs periodic audits of the payroll system to ensure accuracy.
- Processes electronic transfer of federal and other taxes data as required.
- Processes reconciliations of all city, state and federal taxes on a quarterly basis to ensure accurate annual reporting.
- Prepares and submits W2's in a timely manner per the appropriate electronic media.
- Calculates term life insurance adjustment and other adjustments to W-2 forms and reports.
- Assists the Treasurer with annual IRS health information submission.
- Files State of Ohio new hire information.
- Prepares and submits SERS/STRS, etc. reports/forms on the appropriate electronic media/web-based system.
- Maintains system to process and report sick leave, vacation and other types of employee absence and accrual records.
- Processes employment verifications, sick leave transfer forms, service verifications, worker's compensation forms and garnishment calculations/reports, as needed.
- Assists the Treasurer with calculation and processing of employee severance payments.
- Assists the Treasurer with compilation of data for the district financial reports.
- Maintains system for employee withholding and distribution to third party administrators for IRS Section 125, voluntary insurance, 403b and 457 plans.
- Maintains sick leave bank information.
- Assists administration in gathering data and preparing reports for employee negotiations and with implementation of collective bargaining agreements.
- Handles inquiries and requests from district employees regarding a wide variety of payroll related areas.
- Assists audit team, as needed.
- Carries out assignments in a professional manner and maintains a high standard of due professional care in all work performed.
- Assumes responsibility of maintaining up to date knowledge of technology utilized by the district.
- Maintains professional competence through in-service education activities provided by the District and/or professional growth activities and university courses.
- Work efficiently with frequent interruptions.
- Understand and carry out oral and written instructions.
- The administrative assistant-Payroll must assume that all matters that are handled through the Superintendent's and Treasurer's office should be considered confidential material and are not be discussed with persons not connected with the office.
- Complete records commission paperwork for records disposal and oversee disposal;

Required Knowledge, Skills and Abilities:

1. Communicate ideas and directives clearly and effectively both orally and in writing using correct English, spelling, grammar and punctuation
2. Effective, active listening skills
3. Work effectively with others
4. Organizational and problem-solving skills
5. Organize and compile data for various state and federal reports
6. Handle multitude of tasks simultaneously and in timely manner
7. Handle constant pressure and substantial amounts of stress
8. Confidence to make decisions based on the best interest of students
9. Maintains an attitude of professionalism and is courteous to staff, students and community

Training: Willing to keep current with advances in equipment and technology that supports job function, including Word and Excel.

Equipment Operated:

1. Computer, e-mail, internet, and printer/scanner
2. Copy machine
3. Fax machine
4. Telephone

Additional Working Conditions:

- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled work days
- Occasional travel
- Regular requirement to sit, talk, hear, see, read, speak, reach, climb and stretch with hands and arms
- Has the ability to organize, plan, implement, lead projects and personnel, manage multiple responsibilities with flexibility, develop a rapport with staff, and co-workers
- Lifting supplies up to a maximum of 25 pounds
- Some repetitive hand movement

NOTE: The above lists are not ranked in order of importance

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the Incumbent. The Incumbent will be required to follow the instructions and perform the duties required by the Incumbent's supervisor, appointing authority.

Treasurer or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position

Employee signature

Date