

BUSINESS OFFICE PERSONNEL PAYROLL / PERSONNEL POSITION

QUALIFICATIONS

1. Exhibits expertise regarding computers/office equipment.
2. Exhibits a pleasing personality.
3. Detail oriented and able to work with deadlines.

SUPERVISORY RESPONSIBILITIES

1. Position is supervised by the business manager.

RESPONSIBILITIES

1. Maintain confidentiality of information regarding the school.
2. Handle telephone and written correspondence.
3. Operate and maintain office machines and computers.
4. Is familiar with rules, regulations, and policies of the school.
5. Establish good rapport with administrators, staff, and the public.
6. Maintains a filing system and keeps office files current.
7. Operation of a Windows-based accounting system.
8. All aspects of payroll processing for the entire school district.
9. Completes monthly, quarterly, and annual reports.
10. Coordinates and keeps records of all employee benefits and payroll deductions.
11. Maintains and monitors the district's flexible benefit plan.
12. Other duties as assigned.