

## Payroll/Benefits Bookkeeper Description

**Position Title:**

Payroll/Benefits Bookkeeper

**Location:**

Central Office

**Evaluated by:**

Business Manager, Superintendent

**Duties and Responsibilities:**

1. Organize payroll and benefits accounting procedures and records documentation within the business department in accordance with generally accepted accounting principles.
2. Attend professional development as appropriate.
3. Receive and process payroll documents.
4. Control audit vendors records to verify balances for payroll/benefits activities.
5. Maintain appropriate documents/records for audit.
6. Maintain a cordial relationship with colleagues.
7. Dress appropriately.
8. Any other duties related to fiscal management required for the efficient running of the system.

**Qualifications:**

- High school diploma
- Satisfactory score on California Achievement Test
- Typing Proficiency

**Terms of Employment:**

12 months

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Payroll/Benefits Bookkeeper

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date