

Assistant Payroll/Benefits Bookkeeper Description

Position Title:

Assistant Payroll/Benefits Bookkeeper

Location:

Central Office

Evaluated by:

Business Manager, Superintendent

Duties and Responsibilities:

1. Prepare disbursement of payroll to all substitute and part-time School Board employees as well as extra pay for all employees and assist employees with related issues.
2. Maintain payroll records in accordance with generally accepted accounting principles (GAAP).
3. Maintain confidentiality of payroll information.
4. Assist financial and program auditors and monitors.
5. Collect, process and maintain benefits for all employees and assist employees with any benefit related issues.
6. Maintain leave including:
 1. download school attendance correcting errors @ payroll each month
 2. post central office leave taken weekly
 3. allot 12 month annual leave monthly
 4. allot all categories sick leave on their report to work date
 5. reset annual leave to 60 days (July 1)
6. Process all state group insurance (new enrollments, late applicants, changes).
7. Reconcile Payroll State group deductions to our books.
8. Reconcile State group Invoice and pay (time sensitive).
9. Complete Form 941 quarterly.
10. Maintain and file monthly reports to various state agencies.
11. Attend professional development as appropriate.
12. Maintain appropriate documents/records for audit.
13. Maintain a cordial relationship with colleagues.
14. Dress appropriately.
15. 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

Assistant Payroll/Benefits Bookkeeper

Date

Superintendent

Date