

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORINATION DATE: October 2000
 LAST REVISION DATE: February 2019
 BAND & GRADE: B-2-1-4

POSITION TITLE: Payroll Secretary

IMMEDIATE SUPERVISOR: Payroll Manager

Job Summary (Basic Purpose of Position)

To assist the Payroll Manager in the preparation, distribution and maintenance of various payroll and benefit functions in a timely and efficient manner.

 SUPERVISOR

 EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.0 PAYROLL FUNCTIONS 1.01 Create and maintain employee payroll files in accordance with negotiated agreements and/or School Board policies. 1.02 Complete Employment Eligibility Verification (Form I-9) for all new hires and re-hires as necessary. 1.03 Report all new hires to the Minnesota New Hire Reporting Center. 1.04 Create and maintain employee payroll database records. 1.05 Create and maintain electronic timesheet profiles, including organizational charts and pay records.	B2 A1 A1 A1/B2 A1/B2	80% D D W W D/W	 W	Knowledge of: 1. District policies and procedures. 2. State and federal regulations for payroll withholding. 3. Correct grammar, spelling and punctuation. 4. Negotiated agreements. 5. Computer technology/programs. 6. Telephone procedures. 7. Mathematical procedures.	1.01 Payroll files were established and maintained as directed. 1.02 Employment eligibility verified and Form I-9's completed and maintained in accordance with federal regulations. 1.03 New hires reported in a timely manner. 1.04 Employee payroll records created and maintained accurately. 1.05 Electronic timesheet created and maintained accurately and in a timely manner.

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1.06 Train employees and supervisors on correct use of the electronic timesheet system.	B2	W		8. Records retention requirements.	1.06 Provided training for employees and supervisors on correct use of the electronic timesheet system.
1.07 Calculate docked pay for payroll processing.	B2	W		9. Staff concerns.	
1.08 Review all timesheets for completeness and accuracy.	B2	W		10. District employee insurance policies.	1.07 Calculated docked pay accurately as needed.
1.09 Prepare payroll and distribute payroll to employees.	B2	W		11. Data management systems.	1.08 Timesheets processed for payment upon verification that they are complete and accurate.
1.10 Assist in preparing all payroll reports within state and federal timelines.	B2	M		12. Word processing software.	1.09 Payroll was distributed to employees in a timely manner as directed.
1.11 Prepare statistical data when requested.	B2			13. Database software.	
1.12 Responsible for keying in all payroll maintenance and electronic timesheet system maintenance/updates.	A1	W Q		14. Spreadsheet software.	1.10 All state, federal and district reports were prepared and filed on or before their due dates.
1.13 Complete and file quarterly reports, including but not limited to, unemployment insurance, withholding report, etc.	B2	M		15. District computer system.	1.11 Statistical data was furnished as directed by supervisory staff.
1.14 Assist with annual Affordance Care Act processing/reporting.	B2	W		16. Office equipment	1.12 Updates were completed in a timely manner.
1.15 Prepare and reconcile payroll retirement plan contributions (PERA and TRA).	B2	W		Ability to:	1.13 Quarterly reports were completed and submitted in a timely manner.
1.16 Prepare, reconcile and submit payroll state and federal taxes.	B2	W		1. Communicate with staff.	1.14 Assisted with annual processing/reporting.
1.17 Prepare online disclosure and payments, and garnishment worksheets for child support maintenance and other garnishments.	B2	W		2. Organize work.	1.15 Accurately prepared and submitted retirement plan contributions.
1.18 Complete new hire/retiree set up and payment/online reporting for health care savings plan.	A1/B2	Annual		3. Maintain confidentiality.	1.16 Accurately prepared and submitted state and federal tax records/payments.
1.19 Maintain union dues deduction changes, employee status, and reporting.	A1/B2	Annual		4. Maintain accurate records.	1.17 Processed child support maintenance and other garnishments accurately.
1.20 Assist in the year end processing of the W-2's.	B2	M		5. Manage time.	1.18 New hire and retiree set up and reporting complete accurately.
1.21 Assist Payroll Manager with processing of retro pay.	B2	M		6. Work under pressure.	1.19 Maintained union dues records and payment accurately.
1.22 Assist Payroll Manager with calculating changes to salary, longevity, shift differential, etc. as needed.	B2	M		7. Work with numerous data.	1.20 W-2's were processed accurately, free of errors and in a timely manner.
				8. Provide excellent customer service.	
				9. Communicate effectively both orally and in writing.	
				10. Use time efficiently.	
				11. Perform under stressful situations and with frequent interruptions.	
				12. Handle staff concerns.	

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1.23 Update payroll software to reflect employee updates (building/check location, employee management, direct deposit, address changes, etc.)	A1			13. Use Microsoft Office and Excel spreadsheets.	1.21 Retro pay was processed accurately, efficiently, and error free.
		10%		14. Understand payroll deductions and benefits.	1.22 Assisted Payroll Manager as needed.
2.00 EMPLOYEE BENEFIT FUNCTIONS		D		15. Understand payroll terminology.	1.23 Completed payroll software updates accurately and in a timely manner.
2.01 Screen and route calls regarding problems or requests for assistance related to insurance benefits.	A1	W		16. Plan	2.01 All calls were screened and routed to the correct staff for resolution.
2.02 Assist in the processing of employee insurance requests.	A1/B2	M		17. Handle problems promptly and efficiently	2.02 Employee insurance changes were processed in accordance with district policy and employees request.
2.03 Process and reconcile insurance company invoices as needed and directed.	A1/B2	W		18. Meet deadlines.	2.03 Insurance company invoices were processed in an expedient manner and paid according to established policy.
2.04 Assist employees in obtaining and completing applicable insurance enrollment and/or change forms.	B2	M		19. Demonstrate consistent and reliable attendance.	2.04 Provided appropriate forms and assisted employees in competing forms correctly.
2.05 Assist employees with set up of 403(b)/457 accounts.	A1	W		20. Sit for extended periods of time.	2.05 Assisted employees with account set up.
2.06 Prepare and submit deposits for employee 403(b)/457 accounts and provide appropriate reports to third party administrator.	B2	W		Skills:	2.06 Prepared and submitted deposits and reports accurately and timely.
2.07 Create and maintain employee account, including but not limited to: HSA, VEBA, Flexible Spending.	A1/B2	W		1. Operate computers.	2.07 Created and maintained accounts accurately.
2.08 Process and build records for annual flexible spending account elections.	A1	W		2. Operate calculator.	2.08 Created and processed annual elections accurately.
3.0 PROVIDE GENERAL CLERICAL ASSISTANCE		8%		3. Operate copy machine.	
3.01 Compose and/or edit and type correspondence, letters and reports.	A1/B2	M		4. File.	
		D		5. Operate office equipment.	3.01 Composed, edited and typed documents as directed.
				6. MS Office Suite or equivalent word processing, spreadsheet and database programs.	
				7. Operate Skyward Employee Management System.	

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3.02 Communicate with patrons and staff to answer inquiries on various subjects related to payroll and benefits.	B2	D D			3.02 Provided accurate information to patrons and staff regarding payroll and benefits.
3.03 Open and screen mail.	A1	D			3.03 Opened, screened and routed mail in a timely manner.
3.04 Maintain files and file documents; including but not limited to electronic files; in accordance with Business Office policies and procedures.	A1	D			3.04 Maintained files and filed documents accurately.
3.05 Operate office machines (fax, copier, etc.) in a proficient manner.	A1	M			3.05 Operated office machines correctly.
3.06 Maintain confidentiality.	A1	M			3.06 Maintain confidentiality at all times.
3.07 Provide back up support for the Mail Room Secretary as needed.	A1	D			3.07 Provided back-up support for the Mail Room Secretary as needed and/or requested.
3.08 Notarize documents as directed.	A1/B2	M			3.08 Notarized documents as needed and/or requested.
3.09 Take photographs for employee ID badges and prepare badges as requested.	A1				3.09 Photographs were taken and ID badges issued in accordance with District policy and procedure.
3.10 Report monthly labor statistics to US Department of Labor and/or other agencies as requested.	A1/B2	2%			3.10 Completed and submitted monthly reports in a timely manner.
4.00 MISCELLANEOUS					
4.01 Other duties as assigned					4.01 Other office duties were performed accurately and when necessary.