



City of St. Charles School District

BOOKKEEPER PAYROLL

Reports to:	Coordinator of Accounting
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	246 days which shall include 8 paid holidays according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

SUMMARY:

This Position requires an individual to accurately produce the District's payroll on a biweekly basis in accordance with State and Federal Laws and District Policies and Procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by director.
- Maintain regular attendance.
- Edit payroll records to insure accuracy of individual paychecks on a biweekly basis.
- Interface Timekeeping Records as needed for payroll processing.
- Verify accuracy of employee assignments and account codes being charged.
- Monitor accurate distribution of payroll warrants.
- Maintain voluntary deduction records, sick leave bank, and garnishments, when necessary.
- Maintain vacation, sick leave and other district authorized absences and accurate balances in employee records.
- Verify accuracy of employee balances for payroll, deductions and absences.
- Prepare payroll records for W-2 processing at calendar year end.
- Update and initialize employee assignments at the beginning of each fiscal year.
- Run Retro-Pay to update employee assignments when changes have been made that will affect an employee's paycheck.
- Interpret District policy when finalizing an employee's balance of pay upon termination, separation or retirement from the District.
- Interpret and explain questions arising from employee about how their paycheck was processed.

- Be able to group employees by category to facilitate payroll processing and group reports.
- Be able to generate reports and queries from the payroll processing system in order to provide others with payroll information when requested.
- Attend/Complete District PD and training.

SUPERVISORY RESPONSIBILITIES:

Not Applicable.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- A High School diploma or equivalent, including courses in bookkeeping.
- At least two (2) years experience in bookkeeping, accounting, and payroll assignments involving advanced record keeping (directly related business school or college courses may be substituted equally for up to six (6) months experience); OR
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the function of a Payroll Specialist.

COMMUNICATION SKILLS:

- Ability to write reports and business correspondence consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public consistent with the duties of this position.

MATHEMATICAL SKILLS:

- Ability to work with mathematical concepts such as probability and statistical inference consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District.
- Knowledge of department organization, methods, standards and practices.
- Knowledge of standard business practices/methods and procedures.
- Ability to work independently with minimum supervision.
- Ability to understand and carry out complex oral and written instructions.
- Ability to communicate effectively, orally and in writing.

- Can prioritize multiple tasks, work under stress, meet deadlines and take direction.
- Can work with frequent interruptions.
- Establishes and maintains effective working relationships with administrator and co-workers.
- Ability to perform general operations, which require the exercise of judgment.
- Ability to perform duties in full compliance with all district requirements and School Board Policies.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form consistent with the duties of this position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes, supplies, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to moderate.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Bookkeeper Payroll
Revised SY 2010-2011
Revised SY 2022-2023