

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Payroll Clerk - Lead	
<i>Supervisor:</i> Payroll Manager	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 11

**Job Summary**

The lead payroll clerk, under the direction of the payroll manager, is responsible for the coordination of accounting activities relating to all payroll functions for the district. Provides timely and accurate biweekly payroll to employees and payments for all payroll liabilities. Complies with federal, state, and local laws, regulations, and contracts.

**Essential Job Functions**

Reviews payroll/personnel data for accuracy. Monitors the entry of payroll maintenance, revisions, deletions and procedures for accurate checks and employee files. Responsible for timely and accurate payroll payments for taxes, child support, state retirement, 403b tax sheltered annuities and other payroll deductions using email, internet ACH, and other PC software.

Helps with coordination of biweekly payroll runs and check printing for over 2500 checks. Processes, keys, and files timesheets and other payroll related worksheets. Balances computer output and processes corrections as necessary. Facilitates and balances vouchers for payroll liabilities and deductions. Reports to the Borough net cash and tax liabilities for pay period.

Processes hand-pay check runs when required. Replaces stale dated checks, creates stop payments on the website of the current commercial bank, and processes the reissue.

Assists in preparation of weekly, monthly, and quarterly reports needed for health insurance, workers compensation, the flexible spending 125 Plan, savings bond, and union agency reports. Assists in compiling data for preparing 941, unemployment wage quarterly reports, and the annual W2 Forms for the State, Internal Revenue Service, and Social Security Administration. Researches and completes verification of employment and PERS/TRS reporting for verification of service.

Coordinates file retention of records into the Optix Electronic Data Storage System. Records include payment records, terminated employee files, processed timesheets, state retirement reports, and tax records.

Aids with troubleshooting the payroll software. Assists with implementation, testing and/or conversion of updates to the existing computer-based human resource and payroll system.

Explains payroll policies and procedures to employees following the negotiated agreements and board policy. Acts as liaison between departments, schools, and commercial agencies to maintain good working relations.

**Non-Essential Job Functions**

Performs other job-related duties as assigned.

**Equipment Used**

Standard office equipment including personal computer, calculator, printer, fax and copy machines, and scanner.

**Independent Decisions**

Independent decision-making expected; verifies course of action with the payroll manager and director of accounting as needed.

**Primary Working Contacts**

Daily contact with employees of other departments, the schools, and the public.

**Responsibility for Cash, Equipment, Safety**

None.

**Supervision Received and Exercised**

Receives oral and written instructions from the payroll manager. Provides overall direction to the payroll staff when payroll manager is unavailable.

**Unusual Working Conditions**

May require late evening and weekend processing to accomplish the task at hand.

**Evaluation**

Annual written evaluation.

**Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

**Job Qualifications**

The following are required:

1. Three (3) years of experience as a bookkeeper including two (2) years of performing full-charge payroll duties in a computerized environment. A two (2) or four (4) year degree in a finance-related field may be substituted for one (1) year of the bookkeeping experience requirement.
2. Knowledge of generally accepted accounting principles.
3. Knowledge of the IRC and IRS regulations and other payroll laws.
4. Possess internet and email skills and experience with AS400, Excel, and Word.
5. Demonstrated ability to maintain confidentiality of employee information.

6. Demonstrated ability to communicate clearly in a courteous, professional manner, both verbally and in writing.
7. Experience performing accurate and timely work in an organized and efficient manner with minimal direction, under short deadlines, and sometimes stressful situations.
8. Must be accurate and proficient at data entry/typing and be able to use a 10-key calculator accurately by touch.
9. Knowledge of general office procedures.

The following are preferred:

1. Knowledge of generally accepted government accounting.
2. Experience with Munis software.

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**