

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Payroll Assistant / Deputy Treasurer

EXEMPT: No
SALARY LEVEL: Per Classified Policy – Classified Clerical
LOCATION: Plymouth Schools Administration Office
REPORTS TO: Office Manager
LENGTH OF WORK: 37.5 - 40 hours/week – 12 months/year

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Process Corporation payroll
Keep track of personal, conference and vacation days and be familiar with Master Contract
2. Process receipts for funds collected
3. Prepare files and invoicing for transfer tuition students
4. Enter bank reconciliation for Treasurer and run check list
5. Process claims for insurance and annuities
6. Act as Notary Public for the corporation
7. Prepare and maintain teacher's aide Excel file for corporation
8. Prepare labels for outgoing employee distributions as needed
9. Act as back-up to Treasurer on construction project
10. Back-up computer system in the a.m. on a daily basis.
11. Act as 1st back-up for processing back-up tapes in the p.m.
12. Act as 1st back-up for front desk help along with Accounts Payable Assistant.
13. Act as 1st back-up for answering phones in the a.m. along with Accounts Payable Assistant
14. Act as 2nd back-up for processing incoming mail
15. Act as 2nd back-up for processing inter-office mail
16. Act as 2nd back-up for processing outgoing mail
17. Act as 3rd back-up for processing Superintendent's and Assistant Superintendent's outgoing mail
18. Prepare quarterly and year-end payroll reports
19. Prepare Reasonable Assurance Letters and send to staff members before the end of each school year

20. Act as 1st back-up for verification of employment requests
21. Maintain a positive relationship with other staff, parents, and students
22. Back up computer system on a daily basis

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function 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:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of school employees, students or parents.

MATHEMATICAL SKILL:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

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

OTHER SKILLS AND ABILITIES:

Must be proficient in the use of computers for various office applications. Ability to type accurately at a minimum speed of 50 words per minute. Employee should also be able to use the machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., copier, calculator, postage meter, laminator, binding machine, check folder, and other equipment as made available by the school corporation.

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 regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 usually moderate.

The work environment is mainly indoors other than routine errands.

TERMS OF EMPLOYMENT:

Twelve months per year. Salary and benefits as per Classified Policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

Revised 11/9/06