

WELLSBORO AREA SCHOOL DISTRICT
Job Description for
Administrative Assistant – Payroll/Benefits/Taxes

APPROVAL DATE:

REPORTS TO:

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Responsible for all bi-weekly payroll functions including collection of time sheets and validation and inputting all data into computerized payroll system.
2. Accurately processes and maintains payroll accounts and records.
3. Verify and maintain direct deposit accounts.
4. Monitors and completes procedures for direct deposit of employee wages on each scheduled pay date.
5. Verify and maintain employee records as provided by personnel and/or board reports.
6. Maintenance of account strings for payroll related to wages, deductions and benefits.
7. Prepare all tax, retirement, and other forms and reports as required by federal, state and local agencies such as quarterly reports for PSERS, EIT, State, Unemployment Compensation and Federal, OPT.
8. Reviews and updates payroll procedures to comply with the regulations of various government and reporting agencies.
9. Prepare W-2's and year-end reports.
10. Enroll new employees with fringe benefits items.
11. Process all additions, changes, or deletions to health, dental, vision, life insurance coverage, deductions and retirement for all district staff.
12. Reconciles monthly billings and processes payments.
13. Maintain all fringe benefits for all district staff such as personnel records relating to sick, vacation and personal days.
14. Computing of bi-weekly salaries for fiscal year and providing information to each salaried employee yearly.
15. Processes verification of employment requests, unemployment compensation information request and insurance audits.
16. Communicate with PSERS for district and submit retirement applications, buyback requests, disability requests, eligibility report at the end of the fiscal year, and any research requested by retirement system for prospective retirees.
17. Prepare periodic reports.
18. Prepare salary accruals for fiscal year.
19. Provides accurate information about District policies, rules and regulations.
20. Assist retirees with retirement items and fringe benefits items after retirement.
21. Provide assistance with budget preparation and negotiations.
22. Prepare information for Audit and reconcile district records with auditors.
23. Communicate effectively (orally and in writing) with administrators, staff and the public.
24. Responsible for recording all real estate tax collection and interim real estate taxes.
25. Reconciles tax collection monthly and end of tax collection period.
26. Maintains continuous communication with Business Manager.
27. Performs other duties as assigned by the Business Manager.

Attachment X-1E

QUALIFICATIONS: Three (3) years experience in payroll or business office environment
Associates Degree preferred
Must possess accounting and general business knowledge
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code) Nonresidents and Pennsylvania residents who have not resided in the Commonwealth for at least two years prior to the date of application for employment are required to obtain an FBI Criminal History Record
Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL DEMANDS: Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Ability to use both hands for repetitive motion
Some bending, stooping and twisting of the body required
Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
Ability to mostly sit with some standing or walking/moving throughout the work environment

SENSORY ABILITIES: Visual acuity
Auditory acuity

WORK ENVIRONMENT: Typical office environment
Subject to inside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills
Must be cooperative, congenial, and service-oriented
Must be able to work in an environment with frequent interruptions

COGNITIVE ABILITY: Ability to follow written and verbal directions
Ability to read and write
Ability to communicate effectively

Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment

SPECIFIC SKILLS: Must possess computer skills
Must possess general office skills
Ability to operate office equipment

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)