

Payroll Clerk

Reports To: Business Manager

Length of Assignment: 12 months

Tour of Duty: 7:30 a.m. – 4:00 p.m., Monday through Friday, except Legal Discontinuance days as designated on the school calendar and approved by the School Board of Isna Wica Owayawa/Loneman School.

Employment Status: Hourly/Non-Exempt

Primary purpose:

The payroll clerk position is responsible for reviewing and entering timekeeping information, contracts, maintaining various deductions into a periodic payroll, and issuing pay and pay-related information to employees. Works with AP/AC clerk to verify employee benefit enrollment and process payment to benefit vendors.

Responsibilities:

Duties of this job include, but are not limited to:

1. Summarize and enter timekeeping information.
2. Obtain supervisory approval of timecard discrepancies.
3. Obtain overtime approvals.
4. Process garnishment requests
5. Update employee payroll records as needed.
6. Process and close periodic payrolls after review.
7. Print and issue paychecks after review.
8. Process direct deposit payments after review.
9. Calculate and deposit payroll taxes after review.
10. Process employment verifications.
11. Email paystubs to employees.
12. Answer questions from employees related to payroll topics.
13. Reconcile payroll transactions.
14. Prepare and reconcile all biweekly/monthly payroll insurance payments.
15. Research and resolve payroll discrepancies and issues.
16. Produce monthly payroll reports.
17. Assist with month end closing.
18. Provide supporting documentation for audits.
19. Maintain accurate historical payroll records.
20. Maintain confidentiality of organizational information
21. Other duties as assigned.

Requirements:

- a. Knowledge of and proficiency of payroll software programs.
- b. Knowledge of general accounting procedures.
- c. Proficient in data entry and management.
- d. Must be detail oriented.

Qualifications:

- Minimum High School Diploma or G.E.D. A.A. or A.A.S. in Accounting/Business preferred.
- At least two (2) years of accounting experience.
- Knowledge of Native American culture and language is preferred.
- Must possess/obtain and maintain a legal driver's license.
- Must take and pass a Drug/Alcohol test, Background Check and Fingerprinting
- Will participate in Isna Wica Owayawa/Loneman School activities that include the community.
- Knowledge of general payroll procedures.