



DEPEW UNION FREE SCHOOL DISTRICT

DISTRICT OFFICES

5201 S. Transit Road
Depew, New York 14043-4335
www.depewschools.org

C. Douglas Whelan, Ed.D.
Interim Superintendent of Schools
716-686-5105
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INTERNAL/EXTERNAL CSEA JOB POSTING NOTICE OF VACANCY

TITLE: PAYROLL CLERK
FULL-TIME, 12 MONTH

LOCATION: High School Business Office

HOURS: 7:30 A.M. – 3:30 P.M., Monday - Friday

SALARY: \$18.50
Subject to Civil Service Requirements

**APPLICATION
DEADLINE:** January 9, 2024

JOB DESCRIPTION: See Attached

QUALIFICATIONS: See Attached

APPLICATION: Please submit an on-line application at www.wnyric.org. Materials to be submitted on-line include: application, letter of interest and resume. Applications will not be considered unless all required materials are submitted. Please direct any inquiries to: C. Douglas Whelan, Interim Superintendent, Depew Union Free School District, 5201 S. Transit Road, Depew, NY 14043

December 19, 2023

"Inspiring, Challenging, Achieving"

Depew Union Free School District
Job Description

Position: Payroll Clerk

A. Overview

Work involves processing and checking of payrolls. Performing specialized clerical work in the keeping of payroll and personnel rosters; does related work as required.

B. Full performance Knowledge, Skills, Abilities and Personal Characteristics

Responsible for the processing and checking of payrolls. Understand the payroll process and work in order to make necessary changes and be actively alert for discrepancies. Good knowledge of payroll procedures, office terminology, and equipment; good knowledge of business arithmetic and English; working knowledge of forms, procedures and terminology involved in the maintenance and checking of employee roster cards and payrolls; ability to understand and follow detailed oral and written instructions; ability to get along with others; industry and dependability; a high degree of accuracy; physical condition commensurate to perform the essential functions of the job with or without reasonable accommodations.

C. Qualifications

1. Subject to Civil Service Requirements
2. Education: Graduation from High School or High School
3. Experience: Three years general office with one year working with payrolls
4. Length of Work Year: 12 months

D. Responsibilities

1. Payroll

- Computer entry of payroll for staff
- Generate bi-weekly payroll reports
- Print payroll checks
- Create and send direct deposit files to bank for payroll
- Compile payroll information
- Compile reports using the payroll system
- Verify sign-in sheets with employee requests for time off
- Update employee cards with information from sign-in sheets
- Maintain attendance records for days worked in relation to steps
- Update employee W-4 withholding allowance
- Distribute paychecks/paystubs
- Input all changes/requests for Overtime, personal and vacation requests and unpaid leaves

2. New Employee set-up for non-certified staff

- Complete Federal W-4 withholding form
- NYS-2104 tax withholding form
- I-9 verification form (social security card and drivers license needed)
- Direct deposit form completed, optional
- RS-5420 Employee Retirement System Membership
- Verify civil service form completion

3. Benefits

- Maintain various records in connection with forms, correspondences and reports

- Meet with new employees for paperwork completion and selection of benefits
- ERS monthly files
- ERS arrears report

4. Reports

(a) Quarterly

- Employment statistics and demographics
- Federal form 941
- State form NYS-45

(b) Yearly

- W-2's
- Year end closeout
- Start of year
- Fiscal year closeout
- Fiscal year start-up
- Disability reporting
- Worker's compensation reporting

5. Other Responsibilities

- Answer routine inquiries on employee records
- Answer routine questions from employee relating to payroll and benefits
- Handle unemployment information reports and requests
- Wage and employment verification
- Enter retroactive payments into payroll program
- Suggest enhancements to improve efficiency
- Perform related duties as required or assigned by Business Administrator