

**GLEN ELLYN SCHOOL DISTRICT 41  
GLEN ELLYN, ILLINOIS**

**JOB DESCRIPTION**

**TITLE:**

Payroll Clerk

**CLASSIFICATION:**

Administrator:

GEEA

ESP:

X AFSCME

       EXEMPT

**DEPARTMENT:**

Finance, Facilities, and Operations

**REPORTS TO:**

Assistant Superintendent for Finance,  
Facilities, and Operations

**GENERAL RESPONSIBILITIES**

The Payroll Clerk contributes and assists in the efficient maintenance and custodianship of payroll and assists with the financial operation of the Accounting Department.

**ESSENTIAL JOB FUNCTIONS**

- Performs routine office practices associated with the general operation of the Accounting Department, such as:
  - Receive and handle incoming phone calls;
  - Receive and route mail;
  - Maintain office filing systems;
  - Type correspondence, listings, reports, notices, etc.
- Initiates payroll activities for processing payroll and maintaining payroll records, such as:
  - Maintain file of all employee payroll records;
  - Verify and process time sheets;
  - Verify contract extensions;
  - Process payroll data for trial run;
  - Verify trial totals and approve final payroll reports;
  - Process and disperse payroll checks;
  - Prepare and disburse payroll deductions;
  - Prepare and disburse various reports and checks to proper agencies;
  - Maintain personal leave, sick leave, and vacation records;
  - Prepare and distribute W-2's;
  - Prepare quarterly unemployment reports.
- Prepares annual TRS report.
- Receives and processes verification of employment request received from creditors, banks, TRS and other employers.
- Receive documents and fill in data as requested.
- Review with and obtain signatures from Assistant Supt. For Finance, Facilities, and Operations and forward to appropriate party.
- Processes credit card payments for student registration.
- Provides substitute coverage at reception desk per monthly schedule or as needed.
- Interfaces with all levels within the district.

**KNOWLEDGE AND SKILLS**

- A minimum of 2 years of payroll and related experience in a school environment is preferred.
- Must be proficient in keyboarding and in the use of a personal computer, photocopier, telephone system, and other general office equipment.
- Must be proficient with spreadsheet and word processing software.
- Familiarity with a student data system preferred.
- Requires an understanding of confidentiality and good interpersonal skills.
- Requires good oral and written communication skills.
- Must have excellent organizational skills and be able to handle a number of tasks of a diverse nature simultaneously.

**EDUCATION AND CREDENTIALING**

- High school diploma or equivalent required.

**EVALUATION**

- Assistant Superintendent for Finance, Facilities, and Operations or designated administrator from FFO will evaluate annually.

**DIRECT REPORTS TO THIS POSITION**

- Not applicable

**WORK YEAR**

- 12 Month.

<b>PHYSICAL ABILITY JOB REQUIREMENTS</b>	<b>Not Important</b>	<b>Desirable</b>	<b>Essential</b>	<b>Critical</b>
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.			X	
Pushing/pulling carts, dollies, etc.			X	
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.		X		
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

\_\_\_\_\_  
Employee Signature