

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Payroll Assistant

REPORTS TO: Assistant Director for Business Affairs

JOB SUMMARY: Oversees and facilitates the processing of the bi-weekly payroll for the entire school district. Processes the quarterly and annual tax reports, the quarterly PSERS reporting, and work with auditors for the annual account information.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Produces the bi-weekly payroll for the entire school district.
2. Processes quarterly and annual tax reports for federal, state and local agencies, as well as quarterly and annual PSERS retirement system reporting.
3. Updates annual salary increases for all employees.
4. Coordinate all withholding remittances and compliance with applicable laws and regulations
5. Coordinate requests for payroll related information from all external entities.
6. Processes annual balance of contract requests for teachers.
7. Updates tax rates and other deductions to comply with employee needs.
8. Provides records for the annual budget.
9. Performs other duties as assigned.

QUALIFICATIONS: Three (3) years experience in payroll and/or equivalent experience. Bachelor degree in accounting or related field required. Basic knowledge of accounting with a specialized payroll background necessary. Knowledge of payroll functions necessary. 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.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some walking and standing.

SENSORY ABILITIES: Visual acuity. Auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess computer skills and be proficient with Excel. Ability to operate various office equipment. Must possess business and office management skills.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss 12 month classification. Cabinet Code – G.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(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.)