

Sheffield City Schools
Job Description – Payroll Clerk & Child Nutrition Program Secretary

POSITION TITLE: Payroll Clerk & Child Nutrition Program Secretary

QUALIFICATIONS: High school diploma or equivalent
Proficiency in the use of computer technology

REPORTS TO: Chief School Finance Officer

JOB GOAL: To perform the job successfully, ensure the accuracy of payroll, maintain accurate sick leave, vacation, and personal leave balances for all employees. Also, maintain the accuracy of group health insurance and provide latest update of changes for all employees.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Oversee accounts payable for Child Nutrition Program (CNP), and Maintenance Department.
2. Sort and match all invoices and check requests for payment.
3. Ensure that vendors are paid on a timely basis.
4. Review invoices and check requests, resolving any discrepancies with vendors, purchase orders, etc.
5. Verify the accuracy of input batches.
6. Perform various clerical, bookkeeping, secretarial, and administrative support for the administrator.
7. Prepare correspondence and documents.
8. Balance CNP bank statement, and verify Point of Sale reports.
9. Prepare CNP import to be put into McAleer Accounting software.
10. Payroll – prepare monthly service reports.
11. Verify and input payroll information into accounting software, including leave date, extra pay, contract pay, and supplemental pay.
12. Run check batches.
13. Balance payroll deduction reports not limited to PEEHIP Insurance, retirement, insurances, garnishments, etc.
14. Provide support and instruction for employees payroll and insurance benefits.

TERMS OF EMPLOYMENT: 12 months contract. Salary will be determined by the Central Office Secretary/Payroll Clerk Salary Schedule based on years of experience.

EVALUATION: Performance of the job will be evaluated in accordance with the Board policy on evaluation of non-certified personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.