

**Bandon School District 54**  
**Job Description**

**Job Title:** Payroll Clerk/Human Resources Coordinator  
**Reports to:** Business Manager  
**Dept./School:** District Office

**Primary Purpose:**

Prepare payroll for the district, including related reports and deposits. Work under close supervision to ensure accurate and timely preparation of payroll records by following prescribed procedures and regulations.

Handles employee relations, payroll, benefits and training. Administers various human resource plans and procedures for district personnel, including the implementation of personnel policies and procedures. Coordinates benefits administration, employment processing activities, maintains the human resources information system records and compiles reports from the database.

**Qualifications:**

Education/Certification:

High school diploma or GED. Associate's degree or Bachelor's degree in business or related field preferred, or an equivalent combination of relevant education, training and/or experience.

**Special Knowledge/Skills:**

Knowledge of basic accounting procedures. Ability to maintain accurate and auditable records.

Ability to use personal computer and software to create spreadsheets, databases, and do word processing

Proficiency in keyboarding and file maintenance.

Ability to work with numbers in accurate and rapid manner to meet established deadlines. Ability to communicate effectively.

Ability to manage difficult or emotional staff or customer situations. Responds promptly to staff needs, solicits feedback to improve service. Responds to requests for service and assistance

**Experience:**

Two years payroll accounting experience or the equivalent; two years human resources experience or the equivalent preferred.

**Major Responsibilities and Duties:**

Maintain district payroll registers, payroll check registers, employee payroll information, and other original documentation in an orderly and accurate manner.

Calculate employee wages, salaries, hours worked, overtime pay, and determine withholdings, deductions, and net pay.

Prepare paychecks and maintain employee payroll history.

Balance payroll earnings and deductions; make related transfers of funds and deposits.

Receive and audit time sheets for all district employees.

Coordinate benefits, employee relations, employment processing, certified substitute management, policy implementation and employment law compliance.

**Data Entry:**

Prepare and submit payroll reports and forms including those required by Internal Revenue Service,

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Oregon Workforce Commission, Public Employees Retirement System, Federal Insurance Contributors' Act (FICA), Medicare, OEGB, Unemployment and Workers' Compensation Commission.

Prepare and post all payroll changes including payroll deductions, salary changes, termination, and new employee information.

**Records and Reports:**

Maintain physical and computerized files including payroll records, absent-from-duty reports, and service records.

**Other:**

Communicate with campus secretaries and employees to ensure accuracy of information reported; resolve payroll problems and inquiries.

Respond to requests from financial institutions regarding verification of employment.

Maintain confidentiality of information.

Other duties as assigned.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Copier, calculator, personal computer, printer, and shredder.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Demands:**

Work with frequent interruptions to meet established deadline. Repetitive hand motions; prolonged use of computers. Office environment.