

Division: Transportation

Wage/Hour Status: Non-Exempt

Reports to: Director of Transportation

Pay Grade: Para 5

Terms: 230 days

Primary Purpose

Calculate and submit payroll for paraprofessional and auxiliary employees in the transportation department, insuring proper payment of all employees in accordance with local, state, and federal requirements.

Responsibilities

Education/Certification

High school diploma or GED

Special Knowledge/Skills

Effective communication and interpersonal skills

Knowledge of general office procedures

Competent math and bookkeeping skills

Ability to maintain accurate and auditable records

Experience

Minimum of 3 years successful general office experience

School district payroll experience preferred

Major Responsibilities and Duties

1. Produce semi-monthly payroll in an accurate and timely manner by input of relative data and verification of input accuracy.
2. Process transportation extracurricular payments through payroll.
3. Interface with HR about auxiliary and paraprofessional salaries and calculate per pay period amount for payment.
4. Coordinate with payroll office for timely and accurate payment of terminated employees.
5. Maintain computerized files, including payroll records and absent from duty reports.
6. Assist and respond to employee concerns regarding payroll.
7. Assist employees with necessary paperwork regarding name change procedures, direct deposit, etc.
8. Maintain confidentiality at all times.
9. Stay up-to-date professionally through the selection of quality staff development opportunities for personal growth.
10. Research district policy, precedent, and current practices prior to taking action.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Payroll Clerk

11. Participate as an effective team member who contributes to district, department, and content goals.
12. Demonstrate integrity and ethics.
13. Display proficient levels of technology applications.
14. Utilize time wisely for effective management of job responsibilities.
15. Maintain punctuality in daily work times, appointments, and meetings.
16. Meet task completion deadlines established by supervisor.
17. Maintain friendly customer-service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
18. Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
19. Maintain a positive and professional tone in all communication (i.e. email, written, and verbal).
20. Perform other duties and accept other responsibilities as assigned.

Working Conditions

Mental Demands

Effective verbal and written communication; concentration while performing duties; ability to maintain emotional control under stress; ability to work with frequent interruptions

Physical Demands/Environmental Factors

Moderate standing, walking, bending, lifting; prolonged sitting and use of computer; repetitive hand motions

I have read and understand the responsibilities and duties as described in this job description.

Signature

Printed Name

District Location

Date

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