

## **Hobbs Municipal Schools Job Description**

**Position:** Payroll Clerk

**Supervisor:** Director of Finance

**General Job Description:** The Payroll Clerk will be responsible for the calculation and distribution of pay for district employees. The Payroll Clerk will ensure correct payment/salaries for all employees. The Payroll Clerk will be knowledgeable in all employee benefits offered by the district including retirement, payroll, and other information necessary to meet requirements of the Hobbs Schools.

**Qualifications:**

1. High School Diploma
2. Three years prior payroll or accounting experience.
3. Experience as a secretary or equivalent work.
4. Knowledge of basic office procedures, current technology, typing, keyboarding, and 10-key calculators.
5. A genuine willingness to accept other jobs/responsibilities as deemed necessary by the supervisor or the Board.

**Essential Duties and Responsibilities:**

1. Demonstrate ethical behavior.
2. Engage in ethical behavior.
3. Project an overall concern for personal appearance as it relates to job performance.
4. Work cooperatively with colleagues, supervisors, and administrators.
5. Follow district policies and administrative rules and regulations.
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Know what to do to successfully complete assigned work.
8. Contribute to the welfare and effectiveness of the office by adhering to high ethical standards of performance and interpersonal relationships.
9. Ability to work under pressure and constant interruptions.
10. Ability to coordinate with other departments.
11. Ability to meet deadlines and due dates.
12. Complete bi-monthly payroll as required.
13. Provide information concerning payroll and complete and keep records of all payroll reports to include documentation and update of payroll cards.
14. Prepare and distribute annual reports and deposits with government agencies.
15. File wage, tax reports and deposits with government agencies in a timely manner.
16. General knowledge of New Mexico State Laws and Federal Laws and requirements as they pertain to payroll.
17. Prepare all state and federal reports pertaining to payroll and corresponding payments.
18. Process all letters and inquiries pertaining to employee payroll.
19. Process substitute and hourly wage employee payroll.
20. Become familiar with direct deposit procedures.
21. Process and distribute employee payroll deductions including, but not limited to, insurance, various voluntary, employee benefit deductions wage garnishments, etc.
22. Attend meetings and trainings to obtain current information pertaining to employee benefits/payroll.
23. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.