

## **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 distributions 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. Knowledge of state and federal regulations governing payroll.
3. Must be able to operate a 10-key calculator by touch.
4. Ability to operate other office machinery, such as a fax machine and scanner/copier.
5. Three years of payroll/accounting experience.
6. Knowledge of Microsoft Office, in particular, Word and Excel a plus.
7. Strong skills related to computerized accounting systems.
8. 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 or ability to obtain knowledge 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. Must maintain discretion over sensitive payroll issues.
13. Willingness to attain current knowledge related to payroll.
14. Prepare and complete the bi-monthly payroll for both contract and time card employees as required under local, state and federal regulations.
15. Maintain, complete and provide information related to payroll.
16. Prepare and file payroll-related reports, including but not limited to W-2s and 941s, to the various local, state and federal agencies.
17. Ensure timely deposits/payments related to payroll and benefits thereof.
18. Complete other tasks as deemed appropriate by the immediate supervisor, Assistant Director of Finance and/or 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 with minimal direct supervision. Occasional after-hours 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 Board.