

CITY OF AUGUSTA
Department of Public Schools
JOB DESCRIPTION

TITLE: PAYROLL CLERK

REPORTS TO: Business Manager

POSITION EXPECTATIONS: Performs all aspects of payroll processing, including implementation of Federal and State regulations. Ensures all payrolls are accurate and completed in a timely manner.

QUALIFICATIONS:

1. High school education
2. Prior payroll and/or accounting experience
3. Notary Public certified preferred

PERFORMANCE RESPONSIBILITIES:

1. Gathers, prepares and processes payroll for the Augusta School Department
2. Prepares and submits as required:
 - Maine Public Employees Retirement System (MEPers) reports
 - Group Life Insurance reports
 - Federal and State Quarterly Reports
 - Figures for the Department of Labor
 - Wage statements for Workers' Compensation
 - Federal/State taxes
3. Ensures all auditors are supplied with requested information
4. Processes MainePERS forms such as withdrawals of contributions, resignations and retirements
5. Prepares and updates calculations for pay averaging
6. Prepares and maintains as needed:
 - Verifications of employment
 - W2 forms
 - Deductions for employees (association dues, garnishments, annuities, direct deposits, other withholdings, etc)
7. Keeps current on rules and regulations regarding payroll and retirement
8. Other duties as assigned by supervisor

TERMS OF EMPLOYMENT:

40 hours per weeks, 52 weeks per year

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance or a reasonable accommodation to be determined by management on a case-by-case basis

Approved by: _____
Superintendent of Schools

Date: _____