

**STARK COUNTY CUSD #100**  
**Job Description**

Job Title: UNIT SECRETARY/PAYROLL CLERK (Confidential)  
Reports To: Superintendent  
Evaluated By: Superintendent  
WORK YEAR: 260 DAYS  
WORK DAY: 8 HOURS

**JOB GOAL:** To assist and act in a confidential capacity to the superintendent both as secretary and in processing the district's payroll including preparation of paychecks, direct deposits and payroll liabilities; assuring the accuracy and compliance of preliminary reports, time sheets, and etc., and providing Federal, State and district personnel with requested information necessary for providing timely and accurate payment of district employees.

**ESSENTIAL REQUIREMENTS:** To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. High School Diploma or equivalent
2. Two years of vocational training or college preferred with an emphasis in accounting/bookkeeping and two years of job related experience
3. 21 years of age or older
4. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with the district personnel using tact, courtesy and good judgment
5. Ability to maintain confidentiality of sensitive and confidential information related to personnel, collective bargaining, and legal matters affecting the district
6. Ability to work independently prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail
7. Possess a working knowledge of basic bookkeeping and accounting procedure and the ability to process all data required to produce the payroll checks and reports
8. Ability to apply bookkeeping and accounting principles to the maintenance of payroll, fiscal records and statements
9. Ability to understand and follow oral and written instructions with a high degree of accuracy
10. Skilled in computer operation and use of computer programs involving word processing and spreadsheets, use of telephone, calculator, copier and other office equipment
11. Knowledge of district personnel procedures, group insurance benefit provisions and government regulations as they relate to the FMLA and employee benefits (COBRA)
12. Ability to type accurately and rapidly and possess language skills including composition, punctuation, spelling, and correct usage
13. Perform physical requirements which may include:
  - A. Moderate degree of physical stamina and occasional lifting up to 50 lbs.
  - B. Ability to sit for prolonged periods of time
  - C. Ability to frequently stand, walk, and bend
  - D. Ability to use telephone, computer and other office equipment for extended periods of time
14. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may also be assigned.

1. Receive, record, and process all data required to produce the district payroll and verify all payroll amounts before and after checks are processed
2. Provide information to the staff on various insurance programs and costs and respond to staff questions on payroll deductions and problems
3. Maintain individual payroll files including payroll history, W-4s, medical sign-up data, retirement data, and any other approved withholdings requested by employees
4. Maintain personnel records including performance evaluations, contracts, professional development, employee discipline, vacation, personal and sick leave, and other variations from the regular work schedule, and post leaves to the employee's employment record
5. Enter data on computer terminal all salary encumbrances required to maintain appropriate budget amounts
6. Assist with salary and employee benefits data for negotiations as needed
7. Provide written and verbal employment verification for inquiring agencies
8. Maintain a high level of ethical behavior and confidentiality when dealing with staff information
9. Prepare letters, memos and forms on instructions for payroll procedures
10. Prepare and assure proper payment of district payroll obligations through district vendor invoices, remittance advice and tax reporting forms and maintain filing of records to substantiate payments
11. Assist the superintendent in tabulating statistical data and compiling reports as required
12. Deposit and invest school funds as directed by superintendent
13. Prepare and submit required district, state and federal financial reports
14. Prepare for and provide information for fiscal and insurance audits
15. Serve as custodian of the following special accounts: Lehman Fund, Elmira Austin and Alice Wallace Scholarship
16. Compile and as necessary submit monthly hot lunch and student attendance reports
17. Act as a friendly ambassador for the Stark County School District
18. Perform such other tasks as may seem to be appropriate to the Board or Administration.
19. Maintains satisfactory attendance, as defined in District policy and regulations

**CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:**

1. Criminal Justice Fingerprint Clearance

**PHYSICAL DEMANDS:** Must maintain the ability to perform the essential functions of this job.

**TERMS OF EMPLOYMENT:** Days and hours to be arranged, with salary according to current schedule.