

<p style="text-align: center;">ANTELOPE ELEMENTARY SCHOOL DISTRICT <i>Position Description</i></p>

POSITION: HR Payroll

TERMS OF EMPLOYMENT: Confidential, 220 Days

REPORTS TO: Chief Business Official

MINIMUM QUALIFICATIONS: High School Diploma or equivalent
3 years of HR/payroll experience,
preferably in a school district
Knowledge of ESCAPE accounting system

GENERAL SUMMARY

Under the direction of the CBO/Business Manager performs varied technical and specialized duties; prepares and processes district payrolls to assure employees are paid in an accurate and timely manner; prepares, processes, maintains, and assures accuracy of a variety of employee human resource/payroll information, forms, records, and reports.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Communicates personnel policies and practices to all employees.
- Assists in developing and maintaining job descriptions for all positions.
- Maintains all personnel records; establishes and maintains filing systems.
- Posts job vacancies, assists with paper screening applications, schedules interviews.
- Interprets and explains bargaining agreement language to employees.
- Composes and prepares a variety of correspondence, documents, and forms.
- Receives, processes, and audits employee timecards and related information; verifies proper authorizing signatures and calculations; inputs and adjusts timecard information including deductions into an assigned computer system; identifies and resolves errors and discrepancies.
- Represents the District in the collective bargaining process for certificated and classified associations by serving as a member of the negotiation team.
- Checks vacation, sick leave, and personal necessity balance for all employees of the district.
- Performs related work, as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Knowledge of correct English usage, grammar, spelling, punctuation, vocabulary, and mathematical concepts.
- Ability to understand and apply rules, regulations, procedures, and policies.
- Ability to interact with staff members and the general public in an open, friendly, businesslike manner.
- Perform all tasks without close supervision.
- Meet schedules and timelines.
- Retain and recall information.
- Maintain confidentiality of sensitive and privileged information.
- Work on a variety of tasks simultaneously with frequent interruption.

ENVIRONMENTAL CONDITIONS

- Indoor office environment
- Temperature – normal climate

CONTACTS

Daily contact with District staff, community members, outside agency personnel, and members of the general public.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.