



**EAST HAVEN PUBLIC SCHOOLS**  
**35 Wheelbarrow Lane, East Haven, CT 06513**

**Job Title:** Account Clerk - Payroll

**Reports To:** Finance Manager and Director of Finance

**Location:** Business Office

**Level:** District

**Education:**

- Associates Degree in accounting or equivalent experience

**Experience:**

- Minimum of 3 years' experience working knowledge in payroll
- Ability to work independently, to organize work, and to manage details
- A thorough working knowledge of Microsoft Word and Excel
- Experience with ADP payroll system a plus

**Position Summary:** A highly responsible position performing a variety of office procedures with the main responsibility related to payroll in the Business Office for the Board of Education. Must be knowledgeable of office procedures, principles of accounting, budgets, purchasing, inventory and payroll. Ability to maintain complex records and systems. Ability to assume responsibility and exercise judgment in the performance of assigned duties, some of which may be of a confidential nature. Ability to perform mathematical computations accurately. Ability to maintain effective working relationships and to deal courteously with associates and the public.

**Minimum Qualifications/Skills and Knowledge Requirements:**

- Responsible for all payroll functions of the district; including school personnel, cafeteria, grants, little jackets, adult education, athletics, rental account and all unaffiliated employees; compile and enter data entry for payroll and all applicable deductions and contributions
- Cash management for payroll needs on a bi-weekly basis
- Follow up and perform research on inquiries related to payroll, deductions or contributions in a timely manner
- Communicate with all staff to ensure an understanding of the payroll process and the calculation of their actual wages and deductions
- Compute wages and overtime in conjunction with union contracts, and Federal and State Law
- Calculate pro-rated salaries, and other special pay situations such as military pay, jury duty etc.
- Prepare applicable reports to communicate with insurance carriers and other program vendors on a variety of voluntary deductions such as United Way, pension plan, Teachers Retirement, Tax Sheltered Annuities, credit union etc...
- Calculate and implement all garnishments and levies according to law

- Inspect automated payroll system output such as registers and standalone reports to determine if balanced prior to processing and correct before processing
- Prepare and file all tax reports including Federal and State 941 Quarterly Reports, UC2 Quarterly Unemployment for CT
- Preparation, computation and distribution of W2's
- Research and prepare special reports for management
- Document and Communicate flaws, problems or unusual events to the Director of Fiscal Operations
- Perform internal audits of payroll deductions to ensure integrity and accuracy
- Manage the clerical aspect of the benefits and insurance functions to resolve employee and vendor issues
- Conversant in all aspects of insurance and benefits to assist the Director of Fiscal Operations in explanation
- Responsible for the calculation and submission of all monthly contributions to the CT State Teachers Retirement
- Investigates and researches questionable data and takes corrective action when necessary to resolve payroll and benefit inquiries and problems as approved by the Finance Manager
- File all payroll, benefit and related documents & materials promptly.
- Maintain files and reports for auditing purposes.
- Maintains files in accordance with district policy and State of Connecticut retention schedules
- Assist in the development, implementation, training and maintenance of district financial software as well as automated time and attendance system
- Work in conjunction with other members of the central office team to ensure that attendance, FMLA and other leaves are being reported and treated correctly for payroll purposes and employee attendance
- Process all payroll related requests including employee verifications and wage statements

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities which comprises this position.

**East Haven Public Schools is an equal opportunity employer. Minorities, females, handicapped, and veterans are encouraged to apply.**

4/1/14