

**Hillsboro School District 1J**  
**Job Description**  
**Payroll Assistant II**

**IMMEDIATE SUPERVISOR**      Payroll Supervisor

**GENERAL DUTIES**

This position handles all payroll functions for an employee payroll in excess of 2500 and provides leadership and training for other Payroll Assistants. All related functions are handled by this position on a full-time basis.

**ESSENTIAL REQUIREMENTS**

- A. A minimum of a high school diploma or its equivalent, with relevant payroll experience
- B. Relevant post high school course work preferred
- C. Experience with computerized payroll and personal computers
- D. Ability to create financial reports using spreadsheets
- E. Ability to work effectively in an organizational environment with employees of widely varied backgrounds and expertise
- F. Must be able to interpret instructions and issues that arise, and then implement actions according to administrative policies and procedures
- G. School district payroll experience
- H. Excellent "face-to-face" and telephone communicator with exceptional organizational skills
- I. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- J. The ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Cultivate and model a respectful working and learning environment
- B. Oversee and perform complex payroll functions in the absence of the payroll supervisor
- C. Provide leadership for payroll assistants
- D. Provide training to payroll assistants
- E. Assist payroll assistants with payroll problems
- F. Perform all payroll functions for a large school district. Manage, organize, and update relevant data using a variety of database applications
- G. Create financial reports using Excel spreadsheets
- H. Communicate efficiently via written media
- I. Basic level database knowledge of the internet, email and Microsoft Word
- J. Calculate hours worked, vacation (leave accrual), absences, tax computations, employee withholding, and employer expenses for employee benefits
- K. Maintain payroll liability accounts including balancing and resolution of any suspense items
- L. Assure that adequate security exists for all payroll information
- M. Assist in problem resolution by communicating verbally and in writing between employees and relevant staff, and interpret and respond clearly and effectively to spoken request over the phone or in person, and to verbal or written instructions

- N. Establish and maintain effective working relationships with co-workers, supervisors and the general public
- O. Perform payroll duties in an efficient, professional and courteous manner
- P. Pursue professional development of skills and knowledge necessary for the effective performance of the position

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- O – Occasionally (.5 – 2.5 hrs per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)
- NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>X</b>	
Stationary Standing			<b>X</b>		
Walking (level surface)			<b>X</b>		
Walking (uneven surface)			<b>X</b>		
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead			<b>X</b>		
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: 40 lbs.			<b>X</b>		
*Lifting/Carrying Maximum weight: 40 lbs.			<b>X</b>		

\*Identify items typically moved: \_\_\_\_\_

\_\_\_\_\_

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

**EMPLOYEE STATEMENT**

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Payroll Assistant II**  
**12 Month Office Support Pay Schedule**  
**Pay Grade:** H  
**Last Revised:** October 2007