

HOOD RIVER COUNTY SCHOOL DISTRICT

CONFIDENTIAL JOB DESCRIPTION

Job Classification: Assistant Payroll Specialist

Job Title: Assistant Payroll Specialist

Job Purpose Statement/s:

The job of Assistant Payroll Specialist is established for the purpose/s of preparing, reporting, reviewing and/or processing employee payroll, benefits; providing technical assistance and support to department staff; performing assigned projects; providing information to new and current employees, providers and/or administrators; assisting with the resolution of payroll, employee benefits, retirement, reporting and reconciliation issues; and maintaining a wide variety of confidential employee records. This position reports to the Chief Financial Officer.

Essential Job Functions:

- **Assists** with the preparation of estimate of payroll related budget expenditures utilizing the district's automated payroll system for the purpose of budget development.
- **Assists** with expenditure calculations for the purpose of collective bargaining.
- **Assists** with preparation of district payroll utilizing automated payroll system for the purpose of meeting district payroll requirements.
- **Meets** all applicable auditing and contractual requirements for payroll and benefits for the purpose of meeting annual audit requirements.
- **Responds** to district staff on payroll and benefit questions for the purpose of relaying accurate information.
- **Serves** as support to the Efinance payroll application resource person for the purpose of training district staff and other Efinance users.
- **Understands** and ensures the confidentiality of certain payroll and benefit information for the purpose of complying with confidentiality requirements.
- **Continues** to develop skills on Efinance software for the purpose of full implementation of this system.
- **Performs** routine document management tasks in an accurate manner that can include filing, copying and scanning.
- **Maintains** payroll and benefits records per Oregon state archive requirements.
- **Provides** newly hired staff with the necessary forms and information for the purpose of acquiring necessary information.
- **Maintains** consistent and predictable attendance to meet the requirements of the position
- **Ability to adjust** work schedule to accommodate work demands.

Other Job Functions:

- **Performs** other duties as assigned

Job Requirements – Minimum Qualifications:

Skills: Operate standard office equipment including basic computer applications, voice communication equipment, copiers, calculator and postage machine. Demonstrate excellent written and oral communication skills. Possess strong math skills. Bilingual English/Spanish skills preferred, but not required.

Knowledge: Operate standard office equipment, including use of computer data applications, including, but not limited to Microsoft Word, Microsoft EXCEL and Microsoft Outlook. Appropriate English language usage in both written and verbal forms, including use of correct spelling, grammar and punctuation.

Abilities: Work both independently and as a team member and to carry out oral and written instructions Meet deadlines. Detail oriented and communicates in a professional manner with staff and the public. Ensures accuracy and consistency in all work performed. Confidentiality, diplomacy, discretion and good judgment are required to meet the expectations of the position.

Experience: Experience working in a payroll specialized field, office setting, and/or financial institution preferred.

Education: High School Diploma or equivalent required, *and* Associate Degree in business or accounting field *or* Vocational or technical training in an accredited program specializing in business or accounting principles recommended.

Certificates and Licenses Required: Current driver's license.

Continuing Education/Training Clearances: Post-offer, pre-employment drug testing; pre-employment criminal justice fingerprint clearance.

Physical Requirements:

1. In an eight-hour day employee may:

- a. Stand/Walk None 1-4 hrs 4-6 hrs 6-8 hrs
- b. Sit None 1-3 hrs 3-5 hrs 5-8 hrs
- c. Drive None 1-3 hrs 3-5 hrs 5-8 hrs

2. Employee may use hands for repetitive:

- Single Grasping Pushing and Pulling Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls:

- Yes No

4. Employee may need to:

- a. Bend Frequently Occasionally Not at all
- b. Squat Frequently Occasionally Not at all
- c. Climb Stairs Frequently Occasionally Not at all
- d. Lift Frequently Occasionally Not at all

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date