

GORHAM SCHOOL DEPARTMENT

TITLE: Payroll Specialist

QUALIFICATIONS:

1. Associates degree in business/accounting or related experience
2. Successful payroll experience working in a confidential setting; effective communication, interpersonal and organizational skills and proficient use of technology
3. Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable.

REPORTS TO: Finance Officer

JOB GOAL: To contribute to the efficient and effective operations of the Business Office by prompt and accurate handling of all payroll matters.

RESPONSIBILITIES:

1. Processes all aspects of bi-weekly and semi-monthly payrolls and maintains all payroll records.
2. Prepares required reports and checks for all payroll deductions.
3. Prepares necessary tax forms relating to payroll matters.
4. Assists in the completion of new employee paperwork and maintains employee files.
5. Processes all employment verification requests.
5. Serves as back-up to the receptionist as needed.
6. Performs such other tasks as assigned.

WORK YEAR: Twelve-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012