



LOWER DAUPHIN SCHOOL DISTRICT

Title: Payroll & Benefits Clerk

Reports To: Business Manager

I. Job Description

a. Overview

- The Payroll & Benefits Clerk will assist the Payroll & Benefits Coordinator by providing prompt and accurate handling of payroll-related data entry, insurance-related data entry, processing and generation of associated reports.

b. Essential Functions

- Assist in payroll processing for all District employees including the verification of timesheets, entering data and making appropriate deductions for income taxes along with mandatory and voluntary deductions.
- Enter data for enrollments and terminations for insurance benefits through online provider websites and district FIS accounting system.
- Assist in the remittance of timely tax payments, voluntary deductions, and mandatory deductions to proper agencies in accordance with federal, state and local laws.
- Update and maintain necessary earnings records, deduction records and other employee payment records.
- Provide employment verifications as requested by banks, financial institutions or other lending agencies.
- Assist in the annual open enrollment and new hire insurance processes.
- Cooperate with all auditors providing information as requested which may include reconciliations and generation of reports in the FIS accounting software.
- General office duties including, but not limited to: placing and receiving telephone calls, recording messages, faxing, scanning, maintaining filing systems, letter communication, complete purchase orders, posting mail, scheduling and making appointments, and providing coverage for other co-workers within the Business Office.
- Perform all other duties as assigned by the Superintendent or Business Manager.

II. Job Requirements

a. Basic Qualifications

- Associates degree or equivalent experience preferred.
- Must have a high school diploma.
- A minimum of two (2) years of satisfactory experience in an administrative business office setting or equivalent environment preferred.
- Strong data entry skills.
- Microsoft Office based systems and ability to use FIS.
- Must have or be able to obtain valid Act 34, Act 114, and Act 151 clearances.
- Must have a valid Pennsylvania Driver’s License.
- Must be able to maintain complete privacy of confidential and/or sensitive information.

b. Additional Qualifications

- Above average analytical and problem solving abilities.
- Strives to maintain professional, cooperative, and respectful relationships with all other District employees.
- Serve as a pleasant, helpful, patient, consoling, and positive representative of Lower Dauphin School District in all interactions with the community.
- Must possess excellent interpersonal skills and be cooperative, congenial, service oriented, and a team player along with the ability to work with frequent interruptions and under sometimes stressful conditions.
- Must have the ability to organize, prioritize and multi-task, communicate clearly and effectively, work independently, exercise good judgment and follow written and verbal directions.

c. Physical Demands

- Ability to stand, sit, and walk for extended periods of time.
- Ability to type and use both hands for grasping and repetitive motions.
- Some bending and twisting of the body required.
- Ability to lift/carry no more than 30 lbs. independently.
- Visual and audio acuity including ability to read computer screens and written documents.
- Ability to use the telephone and speak clearly and distinctly.

d. Work Environment

- Typical office setting subject to inside and outside environmental conditions.
- Working hours are Monday – Friday from 8:00 AM – 4:30 PM.

Reasonable accommodations may be made to enable a qualified individual with a disability(s) to perform the primary duties and responsibilities of this job.