

HAZLETON AREA SCHOOL DISTRICT

Position Description

POSITION TITLE: Payroll Associate

DATE: March 27, 2025

DEPARTMENT: Business Office

REPORTS TO: Payroll Supervisor

LOCATION: Administration Building

POSITION GOAL:

Provide accounting and clerical services to assist Payroll Supervisor maintain district payroll and employee records.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assist where directed in all aspects of processing payroll including data entry using the electronic time clock system and Frontline system.
2. Process biweekly payroll reports.
3. Calculate, code and input overtime timesheets for employees into payroll journal.
4. Organize all payroll checks, vouchers and tax forms for distribution.
5. Process all payroll related changes in computer system regarding name/address, direct deposit setup/modifications and employee deductions (i.e. Credit Union, union dues, United Way contributions, etc.)
6. Complete paperwork and forms for Unemployment Compensation, Verification of Employment and Statement of Wages for Workmen's Compensation.
7. Close out the weeks in Time Clock every non-pay week.
8. Keep track of delays and FID (Flexible Instruction Days) throughout the school year.
9. Prepare pay schedules when school calendar is approved for upcoming school year.
10. Provide service to current and former employees with payroll related matters.
11. Maintain a procedure manual for this position, reviewing annually and submit revisions to supervisor at time of evaluation.
12. Regular attendance is an essential function of this position.
13. This position description does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

QUALIFICATIONS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. High school diploma, general business training and related experience preferred.
2. General knowledge of payroll, benefits and bookkeeping procedures preferred.

3. Strong clerical skills, including organizational skills, with the ability to meet deadlines and maintain confidentiality.
4. Ability to communicate clearly and concisely, both orally and in writing.
5. Proficient computer skills, including word processing, spreadsheets and database.
6. Current Act 24 (82), Act 34, Act 114, Act 151 and Act 168 clearances, pre-employment drug testing and physical with TB test required.
7. The person, while performing in this position, will be required to:
 - a. Use hands to finger, handle, or feel objects, tools or controls; and talk or hear;
 - b. Sit and occasionally be required to stand, walk, stoop, kneel and crouch;
 - c. Have specific vision abilities to include close vision and the ability to adjust focus;
 - d. Subject to inside office environmental conditions with moderate noise level;
 - e. Have the ability to lift and/or move up to 25 pounds; and
 - f. Possess effective communication, judgment, mathematical, planning and human relations skills, and to meet deadlines with severe time constraints.

TERMS OF EMPLOYMENT:

1. 12 months; 8 hours per day.
2. Salary and benefits according to the agreement between the Board of School Directors and the Hazleton Area Education Support Personnel Association.

VERIFICATION:

The undersigned have read and concur with the information contained in this position description.

Position Holder _____ Date _____

Supervisor _____ Date _____

Approved: _____ Date _____

The Hazleton Area School District is an equal
opportunity employment, educational and service organization.