

Central Noble Community School Corporation Job Description

Deputy Treasurer/Payroll

Primary Responsibility:

Complete payroll in an accurate and timely manner each payroll cycle, maintains benefits information for each employee in the corporation.

Qualifications:

High School diploma, Associates Degree in accounting recommended. Expertise in Microsoft Word and Excel are a requirement. Experience working in Computer Financial Accounting/Administrative software preferred.

Chain of Command:

Reports to the Business Manager

Performance Responsibilities:

- a. Acts as HR Representative for the Corporation
- b. Prepare and complete Corporation payroll in an accurate manner as required
- c. Maintain an accurate record of all employees' attendance and absences from time sheets/time cards
- d. Print all payroll reports for Business Manager as required
- e. Make necessary reports to the State on new employees
- f. Maintain required IRS documents and deliver W-2 forms and other required documents in a timely and accurate manner
- g. Maintain accurate employment agreements and agreements for each employee, including updates and/or changes in Komputrol and personnel files
- h. Assist in budgeting preparation or negotiations with reports as requested by the Business Manager or Superintendent
- i. Process retirement data for TRF and PERF
- j. Activate payment process for early retirees and follow up with reports
- k. Process workers comp reports
- l. Assist auditors of the Board of Accounts as needed
- m. Maintain accurate databases for all employee benefits accounts including health insurance, vision, dental and life, long-term disability, cobra, etc....
- n. Communicate with providers of benefits and employees regarding terms and benefits
- o. Other duties as assigned by the Business Manager or Superintendent

Terms of Employment:

Length of agreement and specific hours per current Classified handbook.

The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.