The Bledsoe County Board of Education is accepting applications for the following:

Position:        Payroll/Benefits Clerk

Place:            Central Office

Requirements:     1. High School Diploma

 2. Payroll experience preferred

 3. Computer skills a must

 4. Strong verbal and written communication skills

 Duties include, but are not limited to the following:

1. Processes time and attendance records.
2. Calculates salary adjustments, retroactive pay adjustments, terminations, transfers and rate changes.
3. Enters salary information each pay period and processes payroll.
4. Prepares paychecks for all employees.
5. Prepares and balances bank deposits and or wire transfers for Direct Deposit, Regular Payroll and Payroll taxes.
6. Utilizes district technologies and various software programs appropriate to the positions.
7. Researches and resolves questions from employees regarding earnings, leave balances, deductions and other salary benefits related issues.
8. Enter, prepare and distribute employee benefits to appropriate agencies.
9. Agency Benefits Coordinator for health, dental and vision.
10. Attend meetings, workshops and seminars for the purpose of gathering information required to perform functions.
11. Answers phone.
12. Greets individuals entering the office for the purpose of responding to inquiries and/or directing individuals to appropriate location.

Deadline for applications:  Until Filled

Applications are available at the Bledsoe County Board of Education at 478 Spring Street, Pikeville, TN  37367 or online at www.bledsoecountyschools.org

Those interested should complete an application for employment.

05/04/2022