

SCHOOL DISTRICT OF GADSDEN COUNTY  
SERVICE DEFINITIONS AND DATA COLLECTION FORM  
CHIEF ACCOUNT CLERK - PAYROLL

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Distribute payroll reports and coordinate the receipt of reports from cost centers.
- \_\_\_\_\_ 2. Maintain updated payroll information data files for all employees.
- \_\_\_\_\_ 3. Review and approve all payroll processing for balancing individual cost center payroll reports and recalculation of amounts owed to employees.
- \_\_\_\_\_ 4. Print all payroll checks and payroll advices for direct deposit.
- \_\_\_\_\_ 5. Prepare all payroll summary reports by pay date and maintain official payroll records.
- \_\_\_\_\_ 6. Generate invoices to appropriate companies for checks to be written and balance deductions to bills submitted by vendors.
- \_\_\_\_\_ 7. Prepare, maintain and distribute, as required, all monthly, quarterly and year-end payroll reports and summaries.
- \_\_\_\_\_ 8. Prepare and submit the Annual Cost Report to the state.
- \_\_\_\_\_ 9. Enter all deductions and contributions for employees into the system and maintain files.
- \_\_\_\_\_ 10. Create annual payroll calendar.
- \_\_\_\_\_ 11. Distribute all checks as required.

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- \_\_\_\_\_ 12. Maintain confidentiality regarding all matters related to assignment.
- \_\_\_\_\_ 13. Participate in workshops and training sessions as required.
- \_\_\_\_\_ 14. Maintain work area in a safe and secure manner.
- \_\_\_\_\_ 15. Provide for positive communication among staff.
- \_\_\_\_\_ 16. Model and maintain high ethical standards.
- \_\_\_\_\_ 17. Follow attendance and proper dress rules as required.

**3. SYSTEM SUPPORT**

- \_\_\_\_\_ 18. Ensure that School Board policies and governmental regulations are consistently applied to assignment.
- \_\_\_\_\_ 19. Assist and / or direct the investigation of errors and complaints.
- \_\_\_\_\_ 20. Assist the Assistant Superintendent for Business and Finance with required reports.
- \_\_\_\_\_ 21. Serve as the liaison with Internal Revenue Service (IRS) and other agencies regarding confidential matters and court orders.
- \_\_\_\_\_ 22. Perform other duties as assigned.

**4. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 23. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- \_\_\_\_\_ 24. \_\_\_\_\_
- \_\_\_\_\_ 25. \_\_\_\_\_
- \_\_\_\_\_ 26. \_\_\_\_\_
- \_\_\_\_\_ 27. \_\_\_\_\_

CHIEF ACCOUNT CLERK - PAYROLL (Continued)

**5. PERFORMANCE ASSESSMENT SERVICES**

- \_\_\_\_\_ 28. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 29. The accurate and timely filing of all school reports.
- \_\_\_\_\_ 30. The completion of required professional development services.
- \_\_\_\_\_ 31. \_\_\_\_\_
- \_\_\_\_\_ 32. \_\_\_\_\_

**DATA COLLECTION CODES**

O -- Observed  
C -- Collected Data

I -- Clearly Indicated  
NE -- Not Evident

**INTERACTION DATES**

**Formal Observations**

**Informal Observations**

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature of Evaluator / Date)