

Knappa School District Job Description

Job Title: 25 Hours per week- Human Resources/Payroll Specialist-Twelve Month Position
Reports to: Business Manager
Salary: TBD on Experience

JOB SUMMARY

This position provides District office support, including matters of a confidential nature while also performing payroll duties related to employee leave, insurance payables, payroll deductions, and coordination of recruitment and retention of District staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
 2. Performs general office duties including answering multi-line phones, directing calls, and taking messages as appropriate, greeting the public, typing, copying, filing, sorting, and handling incoming and outgoing mail.
 3. Completes a high volume of computer work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
 4. Manages special projects as assigned by the Superintendent and the Business Manager.
 5. Assists in budget preparations as requested.
 6. Prepares various reports for administration and assists Business Manager in preparing reports and other data (state/federal reporting, leaves, etc.).
 7. Assists in audit preparations in timely manner, as requested.
 8. Keeps necessary employee records related to payroll and completes the District payroll each month including all payroll taxes and payroll schedules.
 9. Ensures accurate and timely filing of payroll records.
 10. Maintains PERS records and OEGB Health Insurance system changes.
 11. Tracks and inputs all employee leaves usage data and prepares in a usable format for the Business Manager.
 12. Performs adjustments to voluntary/involuntary deductions.
 13. Codes and calculates accuracy of monthly time sheets for all district employees and or substitutes.
 14. Prepares postings and maintains job applications for classified and licensed staff.
 15. Maintains teacher certification records and processes PEER forms for licensed staff.
 16. Maintains tuition records of certified staff and processes tuition reimbursements and college credit requests.
 17. Maintains current contracts for KEA and OSEA.
 18. Composes correspondence and answers inquiries regarding PERS, medical insurance, TSAs, and other payroll subjects, requiring knowledge of appropriate procedure and policy.
 19. Acts as District liaison for medical insurance, payroll, Workers' Compensation, unemployment insurance and budget questions.
 20. Appropriately maintains and secures confidential records and inquiries.
 21. Professionally represents the school and the District in interactions with parents, community, vendors, staff, and students.
 22. Complies with applicable District, state, local and federal laws, rules and regulations.
 23. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends in-service trainings.
- Attends staff meetings.
- Troubleshoots office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.
- Serves on building and District committees and councils.
- Coordinates travel and assists with other administrative needs, as required.
- Assists other office staff as requested.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

- 1. Education and/or Experience:** Associates degree (A.A.) or equivalent from two-year college or technical school or minimum three years of progressively responsible experience in executive support or equivalent combination of education, experience and/or training. Prior successful experience working in an accounting clerk position or in a school office/administration setting strongly preferred.
- 2. Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multi-task and work with staff, students and parents.
- 3. Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- 4. Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and draw and interpret bar graphs.
- 5. Reasoning Ability:** Ability to apply and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- 6. Computer Skills:** Knowledge of computer usage and ability to use database software, accounting, internet software, e-mail, word processing software and proficiency using current web and computer-based applications in use across the District. Ability to type accurately and proficiently.
- 7. Other Skills and Abilities:** Ability to appropriately communicate with staff, students, parents, vendors, and community. Ability to accurately and proficiently use a 10-key required. Ability to meet timelines and exercise good judgment while working in a dynamic environment.

8. **Certificates, Licenses, Registrations:** Certificates and trainings as determined by the District. Ability to obtain a valid CPR/First Aid card, Driver License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stoop, kneel, and crouch. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment combines the standard office setting with standard office equipment including, (fax, copier, phone, computer, 10-key, etc.) with a standard school setting. The noise level in the work environment is usually low to moderate depending upon student population and activities.

Qualified applicants may request an application by contacting **Jennifer Morgan** at the Knappa School District Office at 458-6166 ext. 303, Monday through Friday, 8:30 a.m. to 4:00 p.m.

Applications are being accepted until position is filled.

*It is the policy of Knappa School District to ensure equal employment opportunity without **discrimination** or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.*

