

SCHOOL DISTRICT OF GADSDEN COUNTY

CHIEF ACCOUNT CLERK - PAYROLL

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

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 system and maintain files.
10. Create annual payroll calendar.
11. Distribute all checks as required.

Source Code (circle choices)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

Rating Code (circle one)

- | | | | | |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

CHIEF ACCOUNT CLERK (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

- 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.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

3. SYSTEM SUPPORT

Category Definitions

- 18. Ensure that School Board policies and government regulations are consistently applied to payroll procedures.
- 19. Assist and / or direct the investigation of errors and complaints.
- 20. Assist the Director of 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.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

CHIEF ACCOUNT CLERK (Continued)

4. WORKSITE SERVICE STANDARDS

Control Dimension

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.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

5. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for instructional and other employees.
The accurate and timely filing of all school reports.
The completion of required professional development services.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

CHIEF ACCOUNT CLERK (Continued)

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ Needs Improvement _____ Effective _____ Very Effective _____ Outstanding _____

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

Signature of Evaluatee

Date

Comments of the Evaluator:

Signature of Evaluator

Date