



## **Payroll Clerk – District Office**

The Skaneateles Central School District is centered on Skaneateles Lake. **Our mission - Every Skaneateles Laker will have opportunities and support to develop strong relationships, form meaningful connections and explore multiple pathways for lifelong learning.** The Skaneateles Central School District invites candidates to apply for the Payroll Clerk position.

### **Description:**

Our District Office is looking to fill a future vacancy as Payroll Clerk. This is a 12-month, full time position. Estimated start date is mid-February.

### **Knowledge, Skills, Abilities and Personal Characteristics:**

- Experience with the principals and practices of school level accounting and record keeping.
- Knowledge and experience with payroll processing procedures.
- Has the ability to multitask and meet strict deadlines or time constraints.
- Ability to communicate effectively with employees and management in a calm and articulate way.
- Ability to comprehend and apply department standards and regulations regarding payroll processing.
- Ability to work with sensitive and confidential issues and correspondence while maintaining tact, confidentiality and discretion.
- Profound knowledge with Excel, Word and other Microsoft products.
- Profound attention to detail and data entry.
- Must work effectively in a team oriented environment.

### **Duties:**

- Receives from departments, employee time cards, and processes/inputs data into payroll system.
- Receives from departments, electronic payroll worksheets on which changes from the previous pay period are noted; reviews changes for accuracy; processes to payroll system.
- Receives and processes data pertaining to payroll changes, such as appointments, promotions, terminations, probationary changes, changes in payroll deductions, etc.
- Processes payroll adjustments as required to correct errors in payroll input data; adjusts payroll deductions accordingly.
- Answers employee questions on time keeping, paychecks, and leave.



- Files required monthly and yearly reports with New York State. Includes but is not limited to; payroll tax filings, ERS/TRS monthly reports, post-retirement reporting, annual BOCES personnel surveys, aiding in ESSA Transparency reporting,
- Reconciliation and distribution of employee's W-2 files
- Reconciles monthly health/dental/vision insurance bills based on deduction register and employees enrolled.
- Files and keeps track of Worker's Compensation claims.
- Aids in enrollments and distribution of Flexible Spending Accounts.
- May respond to employment verification requests.
- Performs a variety of other related activities as required and assigned by management

**Qualifications:**

- One (1) year of work experience, or its part-time equivalent, in processing payroll data and preparing payrolls, including the maintenance of payroll accounts and records; or,
- Two (2) years of clerical work experience which involved the performance of routine office tasks, such as keeping of records and accounts, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures.

**Excellent Benefit Package:** NYS Employee Retirement System Pension, Health/Dental/Vision Insurance

**Compensation:** Regionally comparable based on knowledge and experience.

**Application Deadline:** November 25<sup>th</sup>, 2024

Please send an application which is found on our website:

<https://www.skanschools.org/districtpage.cfm?pageid=4234> along with resume and a letter of interest to:

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45 E. Elizabeth Street  
Skaneateles, NY 13152  
dsears@skanschools.org