

**JOB DESCRIPTION
FOR
PAYROLL AND GENERAL OFFICE CLERK**

GENERAL DUTIES: Perform all necessary office functions in the preparation and completion of employee' payroll distribution

SPECIFIC DUTIES:

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| Bi-weekly | <ol style="list-style-type: none">1. Collect hourly time sheets and enter into computer.2. Run deduction register to check federal, state, and city taxes, all annuities, credit union, STRS, SERS, etc.3. Process payroll; print payroll register, payroll check, check register4. Process direct deposit5. Process ending check for federal, state, and city taxes, STRS, SERS, annuities, and credit union6. Distribute and/or mail payroll checks7. Submit federal and state taxes after every payroll online.8. Post payroll to USAS9. Run Newhire Reports and file through Bonefish, |
| Monthly | <ol style="list-style-type: none">1. Reconcile payroll bank statements; run list for outstanding checks2. Process payment of fringe benefits; process school retirement reports; run Board distribution3. Pay all monthly annuities |
| Quarterly | <ol style="list-style-type: none">1. Process quarterly report for payroll including all annuities, taxes, STRS, SERS, and all other deductions2. Process 941 Federal Tax Deposit Report and balance after each quarter3. Process ODJFS report4. IT-942 - State Tax Quarterly Report |
| Yearly | <ol style="list-style-type: none">1. Process all year-end reports for payroll2. Balance all city taxes and all school district taxes at calendar year end3. Prepare W-2 withholding forms4. Build new contracts on computer for salaried employees July 1; August 1; August 15; and September 15. Update personal leave and vacation accumulation on new contracts |
| Ongoing | <ol style="list-style-type: none">1. Provide information as requested, ie., employment verification, loan application forms2. Calculate retirement severance and contract payoff and report deposit and service credit to SERS/STRS.3. Enter data for EMIS4. Perform any other office functions as assigned by the Pioneer Treasurer. |