

**HIGHLANDS SCHOOL DISTRICT**  
1500 Pacific Avenue, PO Box 288, Natrona Heights, PA 15065

**JOB DESCRIPTION**  
**PAYROLL/BENEFITS SECRETARY**

- Qualifications:
1. Associate Degree: Accounting, Business Management or Business Administration required
  2. Previous experience in payroll and benefits.
  3. Ability to make arithmetic computations and tabulations with speed and accuracy
  4. Ability to work independently
  5. Demonstrated proficiency on a ten-key calculator
  6. Computer experience with emphasis in word processing, spreadsheets and financial reporting systems
  7. Demonstrated proficiency in Microsoft Excel, Word, Access, and PowerPoint
  8. Excellent oral and written communication skills as well as excellent interpersonal skills in a multi-task, fast-paced environment
  9. Valid driver's license

Reports To: Executive Director of Business Affairs & Support Services

Job Goal: To compile and process payroll, benefits and all applicable tax filings, and reports for the District in a timely, accurate and professional manner.

Position Requirements:

1. Physical Demands:
  - Frequent walking through the building
  - Often sitting at desk for extended periods
  - Standing for limited periods of time
  - Moderate lifting from 15 to 30 pounds
  - Manual dexterity to use office equipment
  - Repetitive movement of fingers and hands for keyboarding
2. Sensory Ability:
  - Visual acuity to read correspondence and computer screens
  - Auditory acuity to be able to use the telephone and to communicate with people
  - Ability to speak clearly and distinctly
3. Work Environment:
  - Generally, office setting year round
4. Temperament:
  - Ability to work as a member of a team
  - Must be courteous and able to effectively work with people
  - Must be cooperative, congenial and service oriented and promote these qualities in the school environment
  - Ability to work in an environment with frequent interruptions
5. Cognitive Ability:
  - Ability to follow written and verbal directions and give direction to others
  - Ability to complete assignments correctly in a timely fashion
  - Ability to complete assigned tasks with minimal supervision

- Ability to read, write and do computations
  - Ability to use correct grammar, sentence structure and spelling
  - Ability to compose clear, concise sentences and paragraphs
  - Ability to organize office setting to efficiently accomplish tasks
  - Ability to work independently and make work-related decisions
  - Ability to exercise good judgement in prioritizing tasks and helping people
  - Ability to communicate effectively with all staff and public
  - **NOTE:** All abilities above must be at a level as expected from the required educational level of the job and the previous experience
6. Position holder:
- Must have a friendly, helpful caring personality
  - Has relatively unrestricted access to information for the District and knowledge of operational activities and must exercise prudent judgement regarding the confidentiality of said information
  - Must successfully pass all tests and clearances required for employment

Performance Responsibilities: (Illustrative, not inclusive)

1. Process payroll – Two (2) times monthly
2. Process all payroll related EFT payments
3. Process all payroll deduction checks
4. Process all monthly, quarterly and annual reports for Local, State, Federal agencies and PSERS
5. Administer and track all health and welfare benefits and update employee records as necessary
6. Worker's compensation Coordinator
7. Receive cash and checks from retirees and keep accurate records of retiree payments
8. Maintain seniority lists
9. Complete all miscellaneous forms and requests for information
10. Assist in annual audit; run reports, make copies and provide requested documentation
11. Assist with budget process for employee salary and benefits
12. Perform back-up or relief tasks for the door buzzer and mail
13. Prepare correspondence, reports and memos
14. Maintain and update employee files with address changes, phone numbers, salary and benefit information
15. Maintain a positive, professional relationship with vendors by answering questions regarding payment, discrepancies, and other concerns.
16. Maintain confidentiality in matters relating to the operation of the Central Office.
17. Perform any other duties that may be assigned by the Supervisor and Superintendent or his/her designee.

Terms of Employment: Twelve-month year. Salary and work year to be determined by the Board.

Evaluation: Performance of this job will be evaluated annually by the Executive Director of Business Affairs & Support Services.