



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Payroll Technician
Reports To: Director of Business Services or LEA Supervisor
FLSA Status: Non-exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 06/2003
Last Revised Date: 06/2003

Summary: Processes employee time records, compiling payroll statistics, maintaining payroll control records, and calculating payrolls by performing the following duties.

Essential Duties and Responsibilities:

- Verifies and inputs timesheets, employee changes, and other pertinent payroll related exceptions for processing pay
- Verify employee banking information for payroll routing
- Generate, sort, and distribute checks or direct deposit mailers to employees
- Assist employees with payroll and benefits questions
- Generate monthly, quarterly, and annual payroll reports
- Enroll employees in insurance benefits programs
- Process insurance billings
- Monitor daily cash flow and verify balance with bank
- Perform employment and insurance verifications for current employees
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Certificates, License, Registration:

None specified.

Other Skill & Abilities:

- Effectively present information in front of groups and engage in audience
- Ability to communicate effectively including listening
- Keep administrator abreast of work activity
- Works in a team oriented fashion
- Ability to efficiently use computer and applicable software
- Ability to problem solve
- Ability to read, analyze and interpret data
- Ability to write reports, correspondence, policies and procedures
- Maintains confidentiality
- Displays willingness to support and make decisions with sound judgment in timely manner
- Performs duties as workload necessitates
- Adapts to frequent changes in the work environment
- Uses equipment and materials properly
- Practices safe work habits

Supervisory Responsibilities:

This job has no supervisory responsibilities

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 sit; use hands to finger, handle, or feel and talk or hear. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

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 noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant

Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.