



MISSISSINEWA COMMUNITY SCHOOLS
Payroll Assistant

Job Description:

Assists in all payroll activities for the corporation.

Responsibilities:

1. Assists with entry work for payroll; collecting and organizing timecards
2. Process pay for substitutes
3. Keep track of all attendance records
4. Assist with seniority list and sick bank days
5. Process terminated employees
6. Track certified staff licenses, renewals and expiration dates
7. Track COVID days
8. Assist with open enrollment packets
9. Assist with retirement information; collect and track payments for retiree health and life insurance
10. Process retired employees' insurance spreadsheet and payments
11. Prepare and keep track of all incoming and outgoing personnel on a spreadsheet including their salary and benefits
12. Print employee contracts
13. Complete bank reconciliation and monthly report to Gateway
14. Collect data for NE and CE reports quarterly
15. Update Global Connect names and phone numbers
16. Assist with updating student addresses for ADM count
17. Assist with answering the telephone and routing calls
18. Serve as backup for substitute coordinator
19. Keeps employee and benefit information on spreadsheet and current
20. Maintains confidentiality at all times
21. 12-month position; Benefits, vacations and holidays as per Classified Handbook
22. Evaluated by the Director of Business

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)