

VACANCY ANNOUNCEMENT



SCHOOL DISTRICT

Preparing children for an ever changing world

504 N. Third Ave. / PO Box 28
Rockaway Beach, OR 97136
Phone: 503-355-2222
Fax: 503-355-3434
www.nknsd.org

January 28, 2025

POSITION: Payroll & Benefits Clerk

LOCATION: Neah-Kah-Nie School District Office

DURATION: 260 days

TO APPLY AND/OR QUESTIONS CONTACT:

Kathie Sellars, Administrative Assistant/HR Coordinator
Neah-Kah-Nie School District
PO Box 28/504 N. Third Avenue
Rockaway Beach, OR 97136
Phone: 503-355-3506

SALARY RANGE: \$56,264-\$64,629 Depending on Experience

APPLICATION TIMELINE: Applications accepted until 4:00 p.m. on February 18, 2025

APPLICATION REQUIREMENTS: Submit application to [SchoolSpring](https://www.schoolspring.com) Apply to position #547. Only complete applications will be considered. A complete application must consist of the following: TalentEd application, cover letter, two letters of recommendation

BENEFITS:

Medical, Dental and Vision Insurance (see insurance cap information in the table below), Retirement Plan, Two weeks paid vacation after the first year, three personal leave days per year, one day of sick leave earned each month, family sick leave, ten paid holidays, life insurance, HRA VEBA for any amount of unused insurance cap dollars.

Table of Maximum Contributions			
Tier	2022-2023	2023-2024	2024-2025
Full Family	2,436.77	2,448.95	2,461.19
Employee/Spouse	1,729.29	1,737.94	1,746.63
Employee/Child	1,493.51	1,500.98	1,508.48
Employee Only	786.06	789.99	793.94

QUALIFICATIONS: Must have high school diploma or equivalent required by OAR 581-37-030 Oregon Department of Education. See attached job description. Must be able to pass Oregon Department of Education Criminal History Background check and pre-employment drug screen.

For additional district information and to apply visit our website at: www.nknsd.org

It is the policy of the Neah-Kah-Nie School District 56 that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Superintendent at the District Office, 504 N. Third Avenue, Rockaway Beach, 503-355-2222.

The District, in support of employment practices free of barriers to disabled persons and in compliance with the Americans with Disabilities Act of 1990, provides reasonable accommodations necessary upon request and appropriate notice. For further information or assistance, contact the District Administration Office at (503) 355-2222. Speech/hearing impaired persons may reach the District through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

NEAH-KAH-NIE SCHOOL DISTRICT
Job Description

Job Title: Payroll & Benefits Clerk (Confidential)

Reports: Business Manager/Deputy Clerk

Evaluated By: Superintendent and Business Manager

JOB GOAL: To assist and act in a confidential capacity to the Business Manager/Superintendent in processing the district's payroll including preparation of paychecks, direct deposits and payroll liabilities; assemble and provide information during collective bargaining; provide the district personnel with requested information necessary for providing timely and accurate payment of district employees.

ESSENTIAL REQUIREMENTS: To perform this job successfully and individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability needed for the position.

1. High School Diploma or equivalent as required by OAR 581-37-030, Oregon Department of Education.
2. Two years of vocational training or college preferred with and emphasis in accounting/bookkeeping and two years of job related experience.
3. Must be 18 years of age or older.
4. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with the district personnel using tact, courtesy and good judgment.
5. Ability to maintain confidentiality of sensitive and confidential information related to personnel, collective bargaining, and legal matters affecting the district.
6. Ability to work independently prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to **detail**.
7. Possess a working knowledge of basic bookkeeping and counting procedure and the ability to process all data required to produce the payroll checks and reports.
8. Ability to apply bookkeeping and accounting principles to the maintenance of payroll, fiscal records and statements.
9. Ability to understand and follow oral and written instructions with a high degree of accuracy.
10. Maintain individual payroll files including payroll history, W-4's, medical data, retirement data, and any other approved withholdings requested by employees.
11. Skilled in computer operation and use of computer programs involving work processing and spreadsheets, use of telephone, calculator, copier and other office equipment.
12. Knowledge of district personnel procedures, group insurance benefit provisions and government regulations as they relate to the Family Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA) and Paid Leave Oregon (PLO) and employee benefits.
13. Ability to type accurately and rapidly and possess language skills including composition, punctuation, spelling, and correct usage.
14. Perform physical requirements which may include:
 - a. Good Attendance
 - b. Moderate degree of physical stamina and occasional lifting up to 50 lbs.
 - c. Ability to sit for prolonged periods of time.
 - d. Ability to frequently stand, walk, and bend.
 - e. Ability to use telephone, computer and other office equipment for extended periods of time.
15. Such alternatives to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following. Other duties may also be assigned.

1. Receive, record, and process all data required to produce the district payroll and verify all payroll amounts before and after checks are processed.
2. Provide information to the staff on various insurance programs and costs and respond to staff questions on payroll deductions and problems.
3. Record vacation, personal and sick leave, and other variations from the regular work schedule, and post leaves to the employee's employment record.
4. Maintain records and provide information on OFLA/FEMLA and Paid Leave Oregon.

5. Enter data on computer terminal all salary encumbrances required to maintain appropriate budget amounts.
6. Prepare salary and employee benefits data for negotiations as requested.
7. Provide written and verbal employment verification for inquiring agencies.
8. Maintain a high level of ethical behavior and confidentiality when dealing with staff information.
9. Type letters, memos and forms on instructions for payroll procedures.
10. Prepare quarterly reports and year end W-2's, and Affordable Care Act (ACA) file.
11. Assure proper payment of district obligations through district vendor invoices, and maintain filing of records to substantiate payments for payroll.
12. Inform personnel regarding procedures and program requirements necessary for their decision-making, their taking appropriate action and/or complying with established fiscal guidelines.
13. Assist the Business Manger in tabulating statistical data and compiling reports as required.
14. Perform such other tasks (which might require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administrators.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

- *Criminal Justice Fingerprint Clearance, and background checks
- *Pre-employment drug screen

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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

TERMS OF EMPLOYMENT:

260 days per year, salary depending on experience.

EVALUATION:

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

I have read and understand the responsibilities and qualifications of this job description.

Employee Signature

Date