

## Payroll/Benefits Bookkeeper Job Description

**Position Title:**

Payroll/Benefits Bookkeeper

**Location:**

Central Office

**Evaluated by:**

Business Manager, Superintendent

**Duties and Responsibilities:**

1. Organize payroll and benefits accounting procedures and records documentation within the business department in accordance with generally accepted accounting principles.
2. Attend professional development as needed.
3. Receive and process payroll documents.
4. Control audit vendors records to verify balances for payroll/benefits activities.
5. Maintain appropriate documents/records for audit.
6. Maintain collegial relationships with co-workers.
7. Dress appropriately.
8. Read and follow Richland Parish's *Policies & Procedures*.
9. Perform any other duties related to fiscal management required for the efficient running of the school system.

**Qualifications:**

- High school diploma or GED/HiSET equivalent
- Typing Proficiency

**Terms of Employment:**

12 months

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Payroll/Benefits Bookkeeper

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date