

PAYROLL CLERK

REPORTS TO: Business Manager/Clerk

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Generate the various employee payrolls by accumulating information for each employee including timesheets, leave requests, extra duty pay, payroll deduction authorization forms, employment contracts, or other changes in employee status such as transfers, promotions, and demotions.
- Verify information for accuracy, then code information to the appropriate payroll budget.
- Generate reports on employee benefits and payroll deductions by processing payroll record changes.
- Provide answers to the questions from employees, supervisors, benefits providers, and payroll deductions authorities regarding payroll records and District, state, and federal policies and regulations in a customer friendly fashion.
- Create forms to better serve payroll functions.
- Generate various reports relative to payroll.
- Interpret personnel and payroll questions related to state, federal, and District policies, practices, and union contracts.
- Prepare and complete teacher payroll which includes maintaining deductions, calculation of garnishments, balancing, proofing of benefit changes.
- Create a/p interface, request, confirm and notification of positive pay and direct deposits.
- Reconciliation of payroll and balancing of numerous accounts.

QUALIFICATIONS:

Minimum Qualifications: A two year degree in accounting or associated field

Preferred Qualifications: A four year degree in accounting or related field

- Four years of progressive experience in accounting, and working with a computer, or any equivalent combination of education and experience.
- Considerable knowledge of practices and procedures of accounting applicable to payroll processing including health insurance.
- Ability to compute figures, prepare payroll, and related forms accurately.
- Strong hardware and software experience.
- Ability to maintain strict and complete confidentiality

JOB GOAL:

- To prepare the District's various payrolls, insuring accurate and timely distribution of employee checks and direct deposits.
- To provide service in a timely and customer friendly fashion.

COMPENSATION:

Rate of pay will be negotiable based on knowledge and experience. An additional compensation package including state retirement, health insurance, vacation and personal leave will be included.

WORK ENVIRONMENT:

The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

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PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to sit, walk, and stand; twist at neck, bend at waist; kneel; reach. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 25 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.