

PAYROLL CLERK

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES: Performs a variety of technical duties related to preparation, processing and maintenance of District's payroll and benefits.

ESSENTIAL JOB FUNCTIONS:

- Organize, prepare and maintain confidential payroll record information for certificated and classified personnel in a timeline driven environment.
- Utilize financial accounting system to process payroll and absences. Input employee data relating to retirement, bargaining unit, health and life insurance, other voluntary deductions, and tax withholdings.
- Review, prepare and input timesheets and substitute forms; Reconcile totals, balance and verify data; Computes overtime compensation, assuring proper authorization.
- Maintain payroll and voluntary deduction files and records. Generate payroll reports from financial accounting system.
- Audit accuracy of monthly absence reports for certificated and classified employees, tabulate and record earned leave and reported absences for sick leave, personal necessity, vacation and other absences, and adjust salary (dock) as necessary for insufficient leave.
- Distribute payroll and voluntary deduction warrants; Process manual (hand) warrants for payroll errors, enrollment in or cancellation of Automatic Payroll Deposits, and distribution of annual Wage and Tax Statements (W-2).
- Receive calls, visitors and mail; respond to and assist with resolving complaints and requests with confidentiality and sensitivity.
- Facilitate new employee enrollment of available benefits and initial employment forms.
- Monitor nonmember employee payroll transactions for mandatory membership qualifications. Notify appropriate administrators of accumulated annual hours.
- Serve as liaison between employees, retirees and insurance companies; handle collections for insurance benefits through payroll or manual systems.
- Report workers compensation claims, serving as liaison between district, employee and insurer.
- Update and revise district payroll forms. Provide training on the use of forms to employees.
- Other related work as required.

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally

KNOWLEDGE OF:

- Payroll and financial record-keeping principles related to assigned duties.
- Knowledge of district procedures and protocols, federal and state laws and regulations relating to payroll, knowledge of collective bargaining agreements, retirement laws, and compliance regulations.
- Modern office procedures, and equipment, including computer hardware and software, typewriter, and calculator.
- Perform mathematical calculations with speed and accuracy.
- Appropriate telephone techniques and etiquette.
- Establish and maintain effective and cooperative working relations with staff.

SKILL AND ABILITY TO:

- Perform responsible clerical work, including ability to spell correctly, to use proper English, and to make arithmetical computations
- Type at the rate of 50 words a minute from clear copy
- Take dictation at a rate of 80 words a minute and accurately transcribe it at a speed of not less than 25 words a minute
- Follow written and oral directions

WORKING CONDITIONS:

- Office environment

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time
- Reach in all directions
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

EDUCATION AND EXPERIENCE:

High school graduate with coursework in business practices, and two years experience in maintaining financial records, preferably payroll. Prefer one year of experience in school district business office, or other governmental agency.

WORK YEAR:

260 days, less earned vacation and paid holidays

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.