

**Job Title:** CLERK, PAYROLL  
**Reports to:** Payroll Supervisor  
**Dept. /School:** Central Administration  
**Wage/Hour Status:** Non-Exempt  
**Date:** November 16, 2020

### **Primary Purpose**

Prepare payroll for the district, including related reports and deposits. Work under close supervision to ensure accurate and timely preparation of payroll records by following prescribed procedures and regulations.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma or GED

### **Special Knowledge/Skills**

Knowledge of basic accounting procedures.

Able to maintain accurate and auditable records.

Proficient typing/word processing (minimum 40 WPM) and file maintenance skills.

Demonstrate good communication skills (writing, spelling, listening, and speaking).

Able to perform work as a member of a team.

Able to organize, prioritize and perform tasks with limited supervision.

### **Experience**

Minimum three years payroll or accounting experience, preferably in a public education environment.

Minimum three years of experience working with computer software applications, including Skyward.

## **MAJOR RESPONSIBILITIES AND DUTIES**

1. Assists in preparation of payroll by preparing time and attendance data. Balance all time and attendance reports for accuracy.
2. Provides assistance to employees regarding time and attendance.
3. Maintains optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
4. Maintains employee W4, direct deposit and time and attendance information. Prepares and updates information for electronic submission of child support payments.
5. Tabulates and posts statistical or numerical data to records.
6. Maintains files for all time and attendance documents relating to payroll.
7. Maintain confidentiality of information.
8. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### **Other**

9. Maintain confidentiality of information.
10. Perform all other task and duties as assigned.

**EQUIPMENT USED**

Personal computer, printer, calculator, fax machine, and copier.

**WORKING CONDITIONS**

**Mental Demands/ Physical Demands/Environmental Factors**

Work with frequent interruptions to meet established deadlines.

Repetitive hand motions; prolonged use of computer.

Maintain emotional control under stress.

Occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_

**Date:**

**Approved by:** \_\_\_\_\_

**Date:**