

## Openings as of 3/17/2021

### ***Payroll Clerk***

**JobID: 1093****Position Type:**

Secretarial/Clerical/Payroll Specialist

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[Email To A Friend](#)[Print Version](#)**Date Posted:**

2/12/2021

**Location:**

FINANCE DEPARTMENT

**Payroll Clerk****Job Title: Payroll Clerk****Credentials: None required for this position.****Education: High school diploma or GED.****Qualification Profile**

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- Associates or Bachelor's Degree in Accounting or related field, with course work in business, math, accounting, bookkeeping and record keeping.
- Some successful payroll processing experience preferred.

**Site: Administrative Services Center - Payroll and Finance****Reports to: Accounting Coordinator****Contract: 260 days****Salary Schedule: Business and Personnel****FLSA Status: Non-exempt****Essential Functions**

- Inputs and processes payroll information in accordance with established practices; assuring accurate program and funds distribution for timely and accurate payment of district employees.
- Updates payroll information (e.g., changes to wages/salaries, deductions) annually as needed
- Authorizes manual payroll checks for the purpose of resolving problems and meeting special compensation requirements.
- Inputs and maintains all information into the payroll processing system regarding federal and state taxes, as well as all deductions (e.g., retirement, health insurance, dues).
- Coordinates with district personnel for the purpose of setting up and maintaining payroll services and/or programs.
- Develops reporting procedures and internal controls for timely and accurate completion of municipal, federal and state reporting requirements.

- Implements assigned programs and projects for the purpose of conforming to administrative, state and/or federal requirements.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's payroll objectives.
- Researches discrepancies of payroll information and/or documentation for the purpose of ensuring accuracy and implementing corrective measures, as necessary.
- Reconciles information regarding attendance for posting and reporting.

**Additional Duties**

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the accounting system.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

**Equipment**

- Uses standard office equipment such as personal computer, copy machine, fax machine, telephone.
- Uses calculating devices.

**Knowledge, Skills and Abilities**

- Knowledge of federal and state wage and hour laws, and related regulations.
- Knowledge of accounting and bookkeeping principles.
- Organizational and time management skills.
- Ability to report work orally or in writing to supervisor as required.
- Ability to carry out instructions furnished in written or oral form.
- Ability to add, subtract, multiply and divide, perform complex arithmetic operations and use calculators.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel).
- Ability to problem-solve job-related issues.
- Ability to process paperwork accurately according to standardized procedures.
- Ability to maintain confidentiality of information regarding school district financial and other information.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

**Physical and Mental Demands, Work Hazards**

- Works in standard office building environment

**FLSA Status:**     **Non-exempt**

FMLA regulations require all employers to post the [updated FMLA notice](#).

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