

## Payroll Clerk

### Purpose Statement

The job of Payroll Clerk is done for the purpose/s of directing payroll programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; providing support to department activities with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, contracts, insurance, FICA, W-2s, retirement, and fund distribution; responding to inquiries and/or requests for data and/or reports and providing timely and accurate payroll production.

This job reports to Business Manager

### Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, staff, etc.) for the purpose of implementing and/or maintaining services and programs.
- Directs a wide variety of district departments (e.g. payroll, insurance and benefit program, retirement, employee personnel files, contracts, etc.) for the purpose of providing services within established timeframes and in compliance with established guidelines.
- Facilitates meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Maintains payroll information and employee personnel files for the purpose of maintaining pertinent employee information, ensuring accuracy of employee records, and complying with mandated District, state, and federal requirements.
- Manages a wide variety of programs (e.g. insurance and benefit program, retirement, employee personnel files, contracts, etc.) for the purpose of ensuring District compliance with established guidelines.
- Monitors budget allocations, expenditures, fund balances, payroll, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs record keeping and general clerical functions (e.g. scheduling, copying, faxing, filing, collating, data entry, calculating, answering telephone, greeting, mail distribution, etc.) for the purpose of supporting central office staff and ensuring an efficient operation.
- Prepares monthly checks to vendor and verifies that payments have been made for the purpose of ensuring accuracy and adherence to established procedures.
- Prepares reports under the direction of the Business Manager (e.g. state financial reports, reports for administrators regarding their accounts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Prepares monthly payroll and all federal and state payroll reports and deposits for the purpose of providing required documentation and/or processing information.

- Presents information (e.g. budget overviews, accounting processes, payroll information, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches a variety of topics (e.g. new products, safety and health requirements, laws, regulations, codes, benefits, etc.) for the purpose of recommending purchases, contracts and maintaining district-wide services.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; directing the use of budgeted funds within a work unit. utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing**

**Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

Annual training in Sexual Harassment, Blood borne Pathogens, Bully Prevention and Confidentiality

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

**Approval Date**

**Salary Grade**

Non Exempt