

Payroll Clerk

Purpose Statement

The job of Payroll Clerk is done for the purpose/s of processing all phases of payroll; tracking and reporting employee leave; responding to payroll and related problems in conformance with mandated requirements; and maintaining confidential employee records.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Business Administrator

Essential Functions

- Compiles payroll information (e.g. time cards, requests for voluntary deductions and direct deposits, transportation calendars, employee leave, garnishments, etc.) for the purpose of providing required documentation and/or processing information.
- Distributes payroll and other documents for the purpose of providing documents in a timely manner.
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Maintains a variety of payroll information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Oversees payroll operations and/or related activities (e.g. leave time, work location, benefit choices, retirement eligibility, etc.) for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.
- Participates in unit meetings, in-service training's, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares payroll reports (e.g. quarterly state and federal payroll taxes, W-2s; monthly payroll transmittal, employee leave and retirement eligibility, etc.) for the purpose of providing written support and/or conveying information to district personnel, local, county, state and/or federal agencies.
- Prepares written materials and electronic payroll information (e.g. verification of employment letters, transportation calendars, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes payroll related data (e.g. time sheets, withholding information, benefit changes, etc.) for the purpose of updating information, authorizing timely payment, and/or complying with established payroll practices.
- Reconciles payroll account balances for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, benefit provider/s, withholding versus W4, salary status, etc.) for the purpose of ensuring accuracy of records and employee payments.

- Responds to inquiries regarding payroll procedures (e.g. wage levies and garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.

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 single, technical tasks with a potential need to 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 utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws relating to payroll.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety 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. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and maintaining confidentiality. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

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

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

FLSA Status

Approval Date

Salary Range

Non Exempt