

JOB DESCRIPTION

TITLE PAYROLL CLERK (DISTRICT)

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate and three to five years related experience required. Basic computer skills required (i.e., ability to use email).
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to answer questions and speak effectively before groups of employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences and volume. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear. The employee is required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Payroll Manager

GENERAL RESPONSIBILITIES

1. Performs payroll, bookkeeping and clerical tasks.

SPECIFIC RESPONSIBILITIES

1. Prepares payrolls.
2. Demonstrates knowledge of payroll procedures and accuracy with detail work.
3. Verifies payroll reports.
4. Assists with the training of current employees as well as new employees.
5. Assimilates, prepares, interprets, reviews and processes payroll documents such as leave requests, deduction requests, W-4 records and earnings records.
6. Maintains general working knowledge of the Payroll Office computerized system so that proper updating and processing of computerized systems may be continued.
7. Assists other departments in maintaining fringe benefit data.
8. Accesses, inputs and retrieves information and data from a computer.
9. Maintains accuracy and proficiency in the use of adding machines, office equipment and data processing terminals.
10. Performs other duties as assigned.