

Payroll Clerk

Purpose Statement

The job of Payroll Clerk is done for the purpose/s of providing support to department activities with specific responsibility for processing all phases of payroll; responding to complex and unusual payroll problems and computational questions; ensuring compliance with mandated requirements; and maintaining confidential employee records.

This job reports to Director of Accounting

Essential Functions

- Assists auditors (e.g. annual auditing of payroll processes, etc.) for the purpose of ensuring accuracy of payroll information, in compliance with District, State, and Federal rules and regulations.
- Calculates posts and audits payroll and timekeeping information (e.g. utilization of basic mathematical techniques, etc.) for the purpose of ensuring accuracy of all employee processes and procedures.
- Compiles payroll information related to work assignments for the purpose of providing required documentation and/or processing information.
- Coordinates payroll system procedures (e.g. automated system data; reception, distribution of files/personnel related reports, etc.) for the purpose of maintaining up-to-date payroll processes in compliance with District, State, and Federal regulations.
- Informs other staff and/or outside parties regarding procedural requirements (e.g. W4, Direct Deposit, other payroll changes, etc.) for the purpose of processing transactions.
- Maintains detailed files and employee records (e.g. all record-keeping systems; leave status, time cards, W-4s, etc.) for the purpose of ensuring accurate and complete documentation of payroll/personnel transactions.
- Monitors assigned payroll activities and/or components (e.g. leave time, work location, etc.) for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs a variety of routine administrative or technical departmental assignments for the purpose of providing necessary departmental support.
- Prepares a variety of documents (e.g. reports, forms, correspondence, inter-department memos, payroll instruction, problem reports, etc.) for the purpose of documenting activities, providing reference, conveying information, and providing departmental payroll/personnel support.
- Processes payroll related data (e.g. time sheets, withholding information, etc.) for the purpose of updating information, authorizing timely payment, and/or complying with established payroll practices.
- Provides customer service (e.g. routine timekeeping and payroll inquiries; making changes to employee information; resolving discrepancies; clarifying procedures, etc.) for the purpose of ensuring effective communication.
- Reconciles payroll account balances for the purpose of maintaining accurate account balances and complying with established guidelines.

- 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 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 utilizing pertinent software applications; planning and managing projects; and developing effective working relationships.

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 solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, policies, regulations and/or laws relating to payroll; and payroll software application.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze 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 data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently 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: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; 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.

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 80% sitting, 10% 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 required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade
SM