



Position Title: **Payroll Clerk**
Department: Business Office
Reports To: Director of Finance

SUMMARY: Provides prompt and accurate handling of all payroll matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Receives and computes all payrolls, making deductions for income tax, retirements, annuities, health and medical insurance, and other necessary deductions
2. Prepares reports and checks for proper agencies covering all deductions
3. Maintains records covering all deductions
4. Prepares all tax forms relating to payroll matters on a quarterly and annual basis
5. Verifies all amounts before and after checks are processed
6. Manages unemployment claims and employment verifications
7. Reconciles deduction reports to vendor invoices for payment
8. Manages and maintains employment insurance benefits for all staff
9. Corresponds with district staff and stakeholders via email
10. May be asked to translate, if applicable
11. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: 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 equivalent required. Associate Degree in Business Management with an accounting emphasis preferred. Five to seven years of successful experience with a payroll/accounting background; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, and percentages. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply basic arithmetic calculations using units of American money. Ability to compute hourly, daily, and contractual rates. Ability to proofread and cross check work for accuracy.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

OTHER SKILLS AND ABILITIES: Ability to use 10-key calculator with precision and accuracy. Demonstrate ability to operate a personal computer and related software: word processing, spreadsheet, database, and accounting programs.

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 continuously required to sit; occasionally walk and stand; continuously repeats finger motions for extended periods of time while operating keyboard; occasionally lift and carry up to 50 pounds. Specific vision abilities required by this job include close vision; depth perception; and the ability to communicate through speech. The employee will be able to hear conversation in quiet environments as well as noise environments.

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.

While performing the duties of this job, the employee regularly works inside. The environment is usually quiet but is frequently interrupted by customers, phone calls, e-mails and other interruptions associated with receptionist duties. While performing the duties of this job, the employee regularly works inside and is occasionally required to meet deadlines with severe time constraints.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date