

LIBERTY UNION HIGH SCHOOL
PAYROLL ACCOUNT CLERK

DEFINITION

Under the direction of the CBO, perform a variety of technical payroll accounting duties in the preparation, processing and maintenance of the District's regular and variable payrolls to assure that employees are paid according to established guidelines in an accurate and timely manner; and to do related work as required.

EXAMPLE OF DUTIES

Prepare and process regular and variable payrolls for district personnel; calculate earnings including regular, overtime, longevity and extra duty pay for monthly, hourly and substitute employees; input necessary payroll deductions for statutory benefits, retirement, union affiliations and others; prepare mathematical and/or statistical calculations of salary, deductions, leave adjustments and wage garnishments; calculate pay adjustments for various personnel actions and make changes to existing payroll records; review, prepare and process timesheets and reconcile totals, balance and verify data; work closely with the personnel analysts; audit and verify the processing of employment requisitions and Human Resources data entry; compute and process retroactive wage increases; prepare and maintain a variety of up-to-date payroll records and reports; prepare and develop spreadsheets; establish and maintain filing systems; submit final payroll data to the County Office of Education (COE) for issuing warrants; coordinate with the COE on payroll data, information and corrections; respond to inquiries from employees and administrators regarding payroll and benefits; communicate with COE and State agencies to clarify payroll procedures and exchange information; serve as a resource to District employees, County Office staff, outside agencies; audit and verify all employee benefits and voluntary deduction activity and process payroll contribution and deduction warrants to insurance providers and vendors; assists in budget development process; prepares reports; assist with annual audits.

QUALIFICATIONS

Knowledge of:

General methods, practices and procedures in school payroll preparation and processing;
Laws, policies and procedures related to payroll and benefits;
Methods and practices of payroll record-keeping;
Required accounting methods and requirements as related to payroll tax deductions and public school payroll systems;
Methods of auditing and reconciling payroll records;
Tax withholding, voluntary deductions and employee benefits;
Applicable laws, codes, rules and regulations related to assigned activities;

Ability to:

Perform a variety of complex payroll functions;
Work independently with little direct supervision;
Maintain confidentiality;
Analyze and interpret compensation policies and procedures;
Perform mathematical calculations with speed and accuracy;
Prioritize projects and deadlines with accuracy and speed;
Prepare accurate financial summaries and reports;
Analyze and solve problems connected to the computerized payroll system and other payroll related issues;
Maintain accurate auditable records and files;
Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise, tact and good judgement;
Utilize various office machines and software;
Use computer software programs, including word processing, spreadsheets and presentation software.

Experience:

Three years of responsible experience in the maintenance of financial or statistical records, including at least one year in the preparation of payrolls.

Education:

Equivalent to completion of the twelfth grade.