

PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently performing a variety of basic account keeping and payroll related tasks. A Payroll Clerk is responsible for processing the payroll for the School District and maintaining related payroll records. The work is performed under the general supervision of a school official allowing for some exercise of independent judgment in carrying out the details of the work according to prescribed policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Computes and makes appropriate payroll changes regarding hours worked, deductions, tax changes, overtime, etc.;

Enters payroll information on computer terminal, balances payroll by budget code and runs payroll;

Adjusts salary figures for individual non-teaching employees based on hours worked, and in the case of teachers, on credit hours and degrees earned;

Verifies and posts salaries to appropriate accounts;

Files absence slips, payroll masters, computers, computer runs and other records;

Processes payroll information regarding applicants for unemployment benefits to the New York State Employment Service;

Adjusts annual salaries for teaching and non-teaching personnel based on contract provisions;

Prepares a variety of records and reports related to the payroll process;

Types forms, payroll sheets, checks and other materials;

Answers telephone and written requests from employees concerning payroll related personnel matters;

Operates calculator, data processing equipment and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods used in maintaining and reviewing payroll accounts and records;

Working knowledge of office terminology, procedures and equipment;

Working knowledge of business arithmetic and English;

Ability to understand and carry out oral and written instructions;

Ability to make arithmetic computations rapidly and accurately;

Ability to write legibly;

Clerical aptitude;

Mental alertness;

Tact;

Courtesy;

Physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in account keeping; or
- (b) Two years of experience in a position involving the maintenance of financial accounts and records; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).