

Job Title: Payroll Clerk

Exemption Status/Test: Nonexempt

Reports to: Business Director

Date Revised: June 1, 2017

Dept./School: Business Services

Primary Purpose:

Compile and prepare regular district payroll, including related reports and deposits. Work under moderate supervision to ensure accurate and timely preparation of payroll records according to prescribed procedures and regulations.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of basic payroll accounting procedures

Ability to maintain accurate and auditable records

Ability to use software to create spreadsheets, databases, and do word processing

Proficiency in keyboarding and file maintenance

Ability to work with numbers in accurate and rapid manner to meet established deadlines

Effective organizational, communication, and interpersonal skills

Experience:

Prefer payroll accounting experience

Proficient use in the TxEIS business application

Major Responsibilities and Duties:

Payroll Accounting

1. Prepare accurate district payroll for distribution to employees following established procedures.
2. Receive and audit time sheets for all district employees. Calculate employee wages, salaries, hours worked, overtime pay, and determine withholdings, deductions, and net pay.
3. Balance payroll earnings and deductions; initiate related transfers of funds and deposits.
4. Maintain district payroll registers, employee payroll information, and other original documentation in an orderly and accurate manner in accordance with state, federal, and district requirements.
5. Administer employee benefits program

Data Entry

6. Prepare and post all payroll changes including payroll deductions, salary changes, termination, and new employee information.

Records and Reports

7. Compile, maintain, and file all reports, records, and other documents as required including maintaining payroll and related files such as payroll records, absent-from-duty reports, and service records.
8. Prepare and submit payroll reports and forms including those required by Internal Revenue Service, Texas Workforce Commission, Texas Retirement System, Federal Insurance Contributors' Act (FICA), Medicare, Texas New Hire Reporting, and Workers' Compensation Commission.

Other

9. Work cooperatively with human resource department, principals, department heads, campus and department secretaries, and employees to ensure accuracy of information reported. Resolve payroll problems and inquiries.
10. Respond to requests from financial institutions regarding verification of employment.
11. Maintain confidentiality of information.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions to meet established deadlines; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____