

PAYROLL CLERK

DEFINITION

Under general supervision, performs responsible clerical work in preparation of a major payroll, such as classified or certificated payroll or monthly or hourly payroll; assists and advises in the formulation, installation, and revision of payroll record keeping and procedures; and performs related work as required.

CLASS CHARACTERISTICS

This is a specialist level in the account clerk series wherein the incumbent is expected to exercise considerable initiative in the development of procedures and the resolution of problems encountered in the preparation of a major payroll. Incumbents work under the pressures of performing accurate and detailed work within rigid time schedules. A good knowledge of the overall payroll system is required to work successfully in this class. Incumbents assign and check the work of account clerks who perform the more routine aspects of payroll record keeping.

EXAMPLES OF DUTIES

Interprets and applies Education Code, Personnel Commission rules and regulations, labor contracts, Board and Commission actions, policies, county and/or district directives to general and specific payroll transactions, referring the most difficult problems to the supervisor for approval and/or solutions. *E*

Maintains sick leave, vacation, and holiday records. *E*

Mails pay warrants, W-2 forms to employees, and warrants for voluntary deductions to vendors. *E*

Compiles and types a variety of reports; assists and consults with supervisor in the preparation of special reports and unusual problems involving deviation from policy or precedent. *E*

Gathers, tabulates, extends, balances, and posts payroll and related data as assigned; audits time reports as assigned. *E*

Prepares, verifies, and balances reports of income tax, voluntary deductions, unemployment insurance and related matters as assigned. *E*

Reviews and codes data according to established policies and procedures using a computer as necessary. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods and practices of payroll record keeping work;
2. Principles of payroll, including tax withholding, voluntary deductions, and fringe benefits;
3. Data processing pertaining to payroll accounting;
4. Modern office equipment and procedures; and
5. Business math.

Ability to:

1. Perform complex payroll record keeping work with a high degree of independence;
2. Maintain and accurately update payroll records;
3. Prepare and file in a timely manner accurate payroll summaries and reports;
4. Work under the pressure of difficult deadlines;
5. Compare numbers and detect errors;
6. Read, understand, and interpret laws, rules and regulations;
7. Make complex arithmetical calculations with speed and accuracy;
8. Operate a typewriter;
9. Understand and carry out oral and written instructions;
10. Establish and maintain effective relationships with those contacted in the course of work; and
11. Maintain work pace appropriate to given workload.

EDUCATION AND EXPERIENCE

Experience in responsible payroll preparation or record keeping work, preferable in an EDP setting and in a California school district;

or

College level course-work in payroll preparation, taxes, record keeping and reporting, or accounting;

or

Experience equivalent at or above the Intermediate Account Clerk level in the Huntington Beach Union High School District in which the incumbent has acquired the knowledge, skills, and abilities listed as minimum qualifications.

WORKING CONDITIONS

Environment:

Office environment.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; seeing to read payroll records; hearing and speaking to communicate with District staff and the public; sitting for extended periods of time.

Revised: 7/81