

SENIOR PAYROLL CLERK

DEFINITION

Under general supervision, performs responsible clerical work in preparation of a major payroll, such as classified and 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 fiscal 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 payroll clerks who perform the more routine aspects of payroll record keeping. The incumbent may supervise staff members during the absence of the Payroll Supervisor.

EXAMPLES OF DUTIES

Gathers, tabulates, extends, balances, and posts payroll and related data. *E*

Explains policies and procedures related to payroll accounting; 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 solution. *E*

Audits and adjusts time cards; verifies daily transaction reports. *E*

Enters and verifies payroll codes and data in accordance with established policies and procedures. *E*

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

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

Distributes paychecks, W-2 forms to employees, and checks for voluntary deductions to vendors. *E*

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

Answers questions and gives authoritative information relative to the records maintained. *E*

EXAMPLES OF DUTIES: (cont.)

Directs the work of assigned helpers. *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. Computerized payroll accounting;
4. Modern office equipment and procedures;
5. Computers and spreadsheet applications, i.e. Excel;
6. Business math;
7. Oral and written communication skills;
8. Telephone techniques and etiquette; and
9. Interpersonal skills using tact, patience, and courtesy..

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 with frequent interruptions;
5. Compare numbers and detect errors;
6. Read, understand and interpret laws, rules, regulations, and contracts;
7. Make complex arithmetical calculations with speed and accuracy;
8. Proficiently operate a typewriter and a computer using Windows-based applications;
9. Operate a calculator quickly and accurately;
10. Concisely explain complex laws, rules, regulations, and procedures;
11. Deal tactfully with employees of all levels in frequently trying situations;
12. Understand and carry out oral and written instructions;
13. Establish and maintain effective relationships with those contacted in the course of work;
and
14. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

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

or

Experience equivalent to or above the Intermediate Account Clerk level in the Huntington Beach Union High School District and college-level course work in payroll preparation, taxes, record keeping, and reporting or accounting.

WORKING CONDITIONS

Environment:

Office environment.

Physical Abilities:

Dexterity of hands and fingers to operate a computer terminal and standard office equipment; seeing to read payroll records; sitting for extended periods of time; hearing and speaking to exchange information.

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