

Payroll Clerk

Job Description



Job Title:	Payroll Clerk	FSLA:	Nonexempt
Reports to:	Payroll Supervisor	Pay Grade:	Clerical/Para 7
Dept. /School:	Payroll Department Donaldson Administration Building	Calendar Days:	226
		Revised:	11.14.2024

Primary Purpose

The Payroll Clerk compiles and prepares the district's regular payroll, including related reports and deposits, and works under moderate supervision to ensure the accurate and timely preparation of payroll records in accordance with prescribed procedures and regulations.

Qualifications

Education/Certification/Experience:

- 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
- Strong attention to detail and problem-solving skills
- Ability to work with numbers in accurate and rapid manner to meet established deadlines
- Effective organizational, communication, and interpersonal skills

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

Data Entry:

5. Prepare and post all payroll changes including payroll deductions, extra-duty pay, professional dues, leave days, and final pay
6. Payroll records and reports
7. Resolve payroll discrepancies by collecting and analyzing information
8. 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 timesheets

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9. 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 Worker's Compensation Commission

Other:

10. 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
11. Respond to requests from financial institutions regarding verification of employment
12. Maintain confidentiality of information
13. Follow district safety protocols and emergency procedures

Supervisory Responsibilities

None

Evaluation

The evaluation of the Payroll Clerk is a responsibility resting with the Payroll Supervisor. An evaluation shall be completed in writing at least once during the course of the school year.

Work Environment

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.