

Clerk III, Payroll

Reports to:DirectorStructure/Grade:Unified 114Division:FinanceWorkdays:246 Days

Position Summary

Serve as the primary contact for payroll-related inquiries, providing routine support and assistance to employees as required under direct supervision as an entry-level individual contributor.

Essential Job Duties

- Review employees' direct deposits for accuracy, escalating issues as appropriate.
- Provide customer service support by answering phone calls and addressing inquiries or concerns.
- Ensure all Employee Action Forms are complete and accurate before processing.
- Perform daily data entry functions accurately, ensuring that all necessary data is captured for operational efficiency.
- Handle the submission of payroll-related documents, ensuring timely delivery and compliance with relevant policies.
- Perform additional duties as assigned.

Qualifications

- A High School diploma is required.
- Associate degree in Business Administration, Finance, or Accounting with less than one year of related experience, OR equivalent combination of education and experience is preferred.

Knowledge, Skills, and Abilities

- Knowledge of basic accounting principles
- Effective oral, written, and interpersonal communication skills
- Strong organizational skills
- Strong attention to detail with the ability to maintain a high level of accuracy
- Strong time management skills.
- Good computer skills, including the ability to use all relevant software
- Good numeracy and analytical skills
- Good customer service orientation
- Ability to collaborate well with others
- Ability to multitask and prioritize work effectively
- Ability to complete tasks that are typically basic in scope, on behalf of other professionals
- Ability to resolve problems within defined parameters
- Ability to follow clearly established processes



Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below,	I agree that I have rea	d and understan	d the require	ments and the e	ssential function	s of this position.
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Employee:	Date:
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Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Reviewed/Revised: 8/1/2025