

# Glendale Union High School District Job Description

**Job Title:** Payroll Clerk  
**Department:** District Payroll Department  
**Reports To:** Assistant Business Manager  
**Prepared By:** Personnel Office  
**Prepared Date:** 2026  
**Approved By:** Cabinet  
**Approved Date:** 2026

## Terms of Employment

Twelve-month contract.

## Salary

Salary as determined by classified Salary Schedule as approved by the GUHSD

## Summary

To perform the payroll operations in a manner to assure timely and proper salary payments to district personnel.

**Essential Duties and Responsibilities** include but are not limited to, the tasks listed below:

1. Maintains punctual and regular attendance.
2. Maintains up-to-date payroll, personnel, and absence data on each employee.
3. Performs bi-weekly payroll. i.e., processes changes in payments and deductions, time sheets, checks and direct deposits, vendor check distribution.
4. Processes new employees, resignations, and other changes in payroll.
5. Codes and computes employee contracts, base changes, and sick leave pay-off.
6. Processes employment verification/payroll requests from mortgage companies, Arizona State Retirement, Workers' Compensations, and auditors.
7. Submits payroll vendor payments including payments to Tax Sheltered Annuities.
8. Performs other duties as directed by the Assistant Business Manager.

## Supervisory Responsibilities

None

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school diploma. Training and experience in payroll practices and procedures. Demonstrated competence in the use of business machines and procedures associated with data processing. Must pass district-administered typing test (45 wpm), computer proficiency test (formulate a letter, table and memorandum with no errors) and a district-administered grammar test (spelling and punctuation with 85% accuracy). Employment/education history which reflects regular and punctual attendance. Such alternatives to these qualifications as the Superintendent may find appropriate and acceptable.

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the school district.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations:****Physical Demands:****Work Environment:****Evaluation**

Performance of this position will be evaluated in accordance with provisions of the Governing Board policy on evaluation of classified personnel.