

## OWEN COUNTY SCHOOLS

### **JOB DESCRIPTION: PAYROLL CLERK I**

**JOB CLASS CODE: 7192**

#### **QUALIFICATIONS:**

1. High school diploma or G.E.D. Certificate
2. Two years of payroll and human resource experience preferred

**REPORTS TO:** Director of Finance

**JOB GOAL:** To perform responsible payroll and personnel duties related to the preparation and processing of payroll and related records for all employees

#### **KNOWLEDGE OF:**

1. Principles and techniques involved in payroll preparation, monitoring and control
2. Practices and procedures of payroll record-keeping and filing
3. Modern office practices, procedures and equipment
4. Applicable sections of Kentucky Administrative Regulations and other applicable laws
5. Interpersonal skills using tact, patience and courtesy
6. Telephone techniques and etiquette
7. Tax withholding, voluntary deductions, garnishments and fringe benefits

#### **ABILITY:**

1. Perform responsible payroll record-keeping duties with a high degree of skill and accuracy
2. Learn to interpret, apply and explain rules, regulations, policies and procedures
3. Process payroll and related records for an assigned payroll
4. Understand and follow oral and written directions
5. Establish and maintain cooperative and effective working relationships with others
6. Meet schedules and deadlines
7. Work confidentially with discretion
8. Communicate effectively both orally and in writing
9. Complete work with many interruptions
10. Maintain records and prepare reports

#### **PERFORMANCE RESPONSIBILITIES:**

1. Process payroll and related records for classified and certified personnel of the District; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.
2. Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify appropriate District personnel.
3. Respond to questions or complaints from employees regarding interpretation of laws, rules, regulations, contracts and other documents governing District payroll, assist employees in completing necessary payroll documentation forms.
4. Process and record specialized payroll services including but not limited to voluntary deductions and other related services.

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**PERFORMANCE RESPONSIBILITIES (cont.):**

5. Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data.
6. Prepare and submit retirement reports to proper retirement agency.
7. Maintain and process withholdings from employee payroll checks; including Health Insurance and Section 125 withholdings; monthly maintenance of insurance, annuities, and other withholdings as needed.
8. Process open enrollment deduction maintenance.
9. Preparation of employee contracts.
10. Maintain employee accrual records; verify and input individual leave and vacation allowances and usage; distribute related lists and notices as needed. Communicate with personnel regarding time reports, insurance coverage and leave time.
11. Sort and distribute paychecks according to established procedures and guidelines.
12. Prepare and maintain files of records and documents relating to District payroll, personnel and benefits.
13. Process the payroll-related sections of various employment verification forms; verify salaries by phone in accordance with related laws and District policies and procedures.
14. Prepare and maintain W-2's for all District employees.
15. Process Worker's Compensation claims; assure compliance and completion of required documentation; provide information and explain regulations to District personnel.
16. Receive, record, distribute and maintain files on job applications, transcripts, crime checks, examinations, credentials and other information; review for completeness and compliance
17. Maintain confidentiality of information regarding employees, individual students and their families.
18. Maintain acceptable personal attendance without repeated unexcused absences, tardiness, absences without notification, or abuse of sick leave.
19. Perform other duties that may be assigned by the Director of Finance or Superintendent.

**TERMS OF EMPLOYMENT:** Hourly rate and number of hours and days per year set annually by the Board of Education

**EVALUATION:** Performance will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Personnel.

Reviewed by (printed name of employee): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_