

Dumas ISD Payroll Clerk Job Description

Job Title: Payroll Clerk

Wage/Hour Status: Nonexempt

Reports to: Accounting Supervisor

Pay Grade: F

Dept. /School: Business Services

Date Revised: 8/28/13

Primary Purpose:

Assist in preparing payroll for the district, including related reports and deposits. Work under close supervision to ensure accurate and timely preparation of payroll records by following prescribed procedures and regulations.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to maintain accurate and auditable records

Ability to use personal computer and software to create spreadsheets, databases, and do word processing

Proficiency in keyboarding and file maintenance

Ability to work with numbers in accurate and rapid manner to meet established deadlines

Ability to communicate effectively

Experience:

None

Major Responsibilities and Duties:

Payroll Accounting

1. Maintain district leave registers, sick leave bank registers, and other original documentation in an orderly and accurate manner.
2. Assist as required in calculating employee wages, salaries, hours worked, overtime pay, withholdings, deductions, and net pay.
3. Assist as required in preparing paychecks and maintaining employee payroll history.
4. Prepare responses to salary surveys requested by third parties.
5. Receive and audit time sheets for all district employees.
6. Maintain time clock system and records for all district employees.

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Data Entry

7. Enter all district leave usage from monthly absent-from-duty forms.
8. Enter salary dock reports for all employees.

Records and Reports

9. Maintain physical and computerized files including payroll records, and absent-from-duty reports.

Other

10. Communicate with human resource department, campus 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.

Supervisory Responsibilities:

None.

Equipment Used:

Copier, calculator, personal computer, printer, and shredder.

Working Conditions:

Mental Demands/Physical Demands/Environmental Demands:

Work with frequent interruptions to meet established deadline. Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____