



Flour Bluff Independent School District Job Description

JOB TITLE: Payroll Clerk

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Director of Finance

DATE REVISED: 12/06

PRIMARY PURPOSE:

- To contribute to staff morale by conducting all payroll functions and expediting the procedures designed to provide compensation to all district employees. To reconcile and disburse funds, related to payroll, in accordance with board policy, T.E.A. regulations and G.A.A.P. To be able to complete all payroll duties including those requiring the use of copiers, calculators, computers and printers. To discuss with supervisor's methods or ideas that would enhance the overall effectiveness of the department and therefore the overall well-being of the district. To undergo a continuing program of professional self-development.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- One to two years payroll/accounting experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Answer employee questions regarding paychecks, deductions, insurance, section 125, etc.
2. Responsible for primarily running bi-monthly payroll with a continuous knowledge of the monthly payroll process
3. Calculate employee leave payouts
4. Develops a working knowledge of district policy regarding payroll/personnel.

5. Maintains knowledge of current practices and trends relative to payroll and personnel by reading current literature, attending meetings, seminars, etc.
6. Assist with annual W-2 reporting
7. Calculate excessive leave deduction and advises employee of adjustments prior to pay date.
8. Monitor Veritime and ensure weekly closeout, communicate with appropriate supervisors when required
9. Coordinate with Substitute Service Administrator on work calendar, schedule adjustments, and manual leave adjustments
10. Monitor the district sick leave bank, balance, and record sick leave contributions
11. Coordinate with the Director of Finance on final payouts
12. Assist the Director of Finance with FYE audit preparation
13. Maintains an efficient filing system relative to areas of responsibility.
14. Operates the following office machines: copier, calculator, and computer
15. Reconcile and disburse funds related to payroll in accordance with Board policy, T.E.A. regulations and G.A.A.P.
16. Demonstrates punctuality and dependability with regard to scheduled work day and overtime.
17. Projects a professional image through demeanor and dress
18. Exhibits problem-solving skills particularly regarding computer updates.
19. Projects a pleasant and friendly personality which exhibits maturity and self-control.
20. Demonstrates ability to communicate in both an oral and written manner.
21. Demonstrates initiative in undertaking task at hand and relieving the workload of co-workers.
22. Participates in the annual archiving and disposal of payroll records.
23. Maintains employee demographic information for internal use as well as for third parties such as insurance companies.
24. Assists with annual processing dates for checks/E.O.M./time sheets and distributes to appropriate personnel.
25. Participates in the development of improved methods of operation.
26. Adheres to proper channels in communicating ideas, concerns, problems, etc.
27. Undertakes additional duties as assigned.

Mental Demands/Physical Demands/Environmental Factors

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

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.