

JOB TITLE
PAYROLL CLERK

DIVISION
ADMINISTRATION

REPORTS TO
DESIGNATED COORDINATOR

SALARY SCHEDULE & GRADE
IA, GRADE 7

LENGTH OF WORK YEAR
260 DAYS

DATE
APRIL 23, 2007

SCOPE OF RESPONSIBILITIES

Processes a portion of cost center time reports, extra service forms, substitute time reports, and miscellaneous salary payments, in preparation for preparing the payroll checks; require skill in reviewing preliminary computer printouts as a part of payroll processing; answers telephone inquiries and handles personal visits; processes a portion of new employees forms and related documents for classified and certified personnel; works under general supervision using a wide range of procedures.

PERFORMANCE RESPONSIBILITIES

1. Receives, verifies and processes payroll reporting for regular, substitute, coaching, extra service and supplemental payroll for assigned district locations.
2. Assumes responsibility for correction of error printouts from the payroll edits and supplementary payroll.
3. Assumes responsibility for reviewing and releasing personnel changes for assigned classified and certified employees; sets-up applicable pay plan, retirement, fringe pay, leave days, and tax withholding; and calculates and processes retro pay due.
4. Assists in receiving and sending payroll documents via the pony and assumes responsibility for all documentation and filing for assigned payroll time reporting and deduction/withholding reporting.
5. Corresponds with employees, locations, vendors and retirement systems to answer payroll related questions and resolve issues.
6. Insures that assigned deductions/withholdings and direct deposits are set-up and withheld appropriately; insures that deduction reporting is balanced and submitted by required deadlines; and reconciles applicable liability accounts.
7. Reviews all Benefits Retirement Worksheets and TSA deferrals for accuracy and processes in accordance with district and IRS guidelines.
8. Assumes responsibility for verifying salaries paid, completes in-depth payroll research to verify earnings, and makes complex adjustments to the KTRS annual report.
9. Assumes responsibility all phases of assigned KY Teachers Retirement Systems reporting and insures compliance with KTRS eligibility requirements.
10. Calculates, prepares and submits supplementary worksheets to process hand-typed checks to correct regular pay and to process retirement/separation pay-outs, sick bank days, retro pay, refunds, voids, etc.
11. Performs other duties as assigned by designated coordinator.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Two (2) years successful bookkeeping experience
3. Good math ability
4. Ability and desire to maintain accurate records

DESIRABLE QUALIFICATIONS

1. Two (2) years payroll experience
2. One (1) year accounting college unit

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