

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### PAYROLL CLERK I

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) to five (5) years accounting / bookkeeping or related experience.
- (3) Computer proficiency.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of principles and practices of payroll, bookkeeping and accounting procedures. Ability to apply knowledge to work situations. Skill in preparing financial records. Ability to gather data and make judgments. Ability to communicate and work efficiently with District and school staff. Ability to understand written and oral communication. Ability to utilize technology to accomplish assigned tasks.

#### REPORTS TO:

Payroll Supervisor

#### JOB GOAL

To perform payroll responsibilities promptly, accurately and efficiently in accordance with District policies, procedures and schedules.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Collect, compile and process necessary employee payroll information as assigned.
- \* (2) Process information and maintain records of payroll deduction items and balance the monthly payroll.
- \* (3) Maintain records of employee status assignments, rates of pay and payroll benefit and other deductions.
- \* (4) Coordinate payroll schedules and associated reports.
- \* (5) Perform data entry of required information for processing all payrolls.
- (6) Assist in training school and District personnel in payroll procedures.
- (7) Perform clerical tasks related to payroll operation.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.

#### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

#### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**PAYROLL CLERK I** (Continued)

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 6**

**Salary Lane: Support CAZ**

**Approved 06/19/2018**