CLARKSDALE MUNICIPAL SCHOOL DISTRICT
PAYROLL CLERK
Job Description

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Three (3) years clerical experience.
3. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of accounting principles and procedures. Knowledge of computer software, office equipment, office practices and procedures. Ability to operate a 10-key calculator. Ability to communicate orally and in writing. Ability to interact effectively with district and school personnel. Strong analytical and trouble shooting skills. Ability to make computations and tabulations rapidly and accurately. Ability to perform heavy volume and highly accurate data entry. Ability to meet deadlines with time constraints.

REPORTS TO:

Business Manager

JOB GOAL

To perform tasks in every functional area of payroll in a timely and accurate manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Process payments and changes into the payroll system by input into the payroll system.
2. Review and process new hire personnel action checklists received from personnel.
3. Review and process payrolls received from schools and divisions in accordance with established schedules and procedures.
4. Check all payroll related reports for accuracy.
5. Process payments on annuities, insurance premiums, and other miscellaneous deductions and changes as directed.
6. Maintain and monitor the entire district's payroll system including data input, editing, data processing and reporting.
7. Explain salary and pay calculations to employees and auditors, as requested.
8. Resolve paycheck discrepancies as they occur.
9. Review and process interoffice forms related to the payroll function.

PAYROLL CLERK (Continued)

10. Train new clerical personnel assigned to the payroll function within the district.
11. Review, audit, correct, and balance timesheets to ensure compliance with district policies and procedures and with applicable laws.
12. Input sick and vacation leave adjustments as needed.
13. Conduct training for school and district office personnel.
14. Assist in updating employee records on computer system when employee status changes.
15. Prepare special reports and summaries for employees from employee records.
16. Process verification of employment requests for employees.
17. File payrolls, supporting documents, and other payroll related data as directed by the supervisor.
18. Review forms for accuracy.
19. Process leave adjustments.
20. Prepare leave balance reports for distribution to sites.
21. Demonstrate initiative in the performance of assigned duties.

Employee Qualities/Responsibilities

22. Meet and deal effectively with the general public, staff members, administrators and other contact persons using tact and good judgment.
23. Follow attendance, punctuality and other qualities of an appropriate work ethic.
24. Ensure adherence to good safety standards.
25. Maintain confidentiality regarding school/workplace matters.
26. Model and maintain high ethical standards.
27. Maintain expertise in assigned area to fulfill position goals and objectives.
28. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra - Agency Communication and Delivery

29. Exercise service orientation when working with others.
30. Keep supervisor informed of potential problems or unusual events.
31. Use effective, positive interpersonal communication skills.
32. Respond to inquiries and concerns in a timely manner.

System Support

33. Type correspondence and other material on general or technical matters.
34. Exhibit interpersonal skills to work as an effective team member.
35. Follow federal and state laws as well as School Board policies, rules and regulations.
36. Demonstrate support for the school district and its goals and priorities.
37. Demonstrate initiative in identifying potential problems or opportunities for improvement.
38. Prepare or assist in preparing all required reports and maintain all appropriate records.
39. Participate in cross-training activities as required.

Perform other tasks consistent with the goals and objectives of this position.

PAYROLL CLERK (Continued)

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.

EVALUATION:

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