San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Payroll Clerk
Exemption Status: Non-Exempt
Reports to: Payroll Supervisor
Pay Grade: 06
Works with: District Personnel
Days: 226
Dept./School: Business Office
Date Revised: 07/21/2020

Primary Purpose:

Compile and prepare regular district payroll, including related reports and deposits. Work under moderate supervision to ensure accurate and timely preparation of payroll records according to prescribed procedures and regulations.

Prerequisites:

- High School Diploma or GED

Special Knowledge/Skills:

- Knowledge of basic payroll accounting procedures
- Ability to maintain accurate and auditable records
- Ability to use software to create spreadsheets, databases and word processing
- Proficient in keyboarding and file maintenance
- Ability to work with numbers in accurate and rapid manner to meet established deadlines
- Effective organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

1. Prepare accurate district payroll for distribution to employees following established procedures.

2. Receive and audit time sheets for all district employees. Calculate employee wages, salaries, hours worked, overtime pay, and determine withholdings, deductions, and net pay.

3. Balance payroll earnings and deductions; initiate related transfers of funds and deposits.

4. Maintain district payroll registers, employee payroll information, and other original documentation in an orderly and accurate manner in accordance with state, federal, and district requirements.

5. Prepare and post all payroll changes including payroll deductions, salary changes, termination, and new employee information.

6. Compile, maintain, and file all reports, records, and other documents as required including maintaining payroll and related files such as payroll records, absent-from-duty reports, and service records.

7. Prepare and submit payroll reports and forms including those required by Internal Revenue Service, Texas Workforce Commission, Texas Retirement System, Federal Insurance Contributors' Act (FICA), Medicare, Texas New Hire Reporting, and Workers' Compensation Commission.

8. Work cooperatively with human resource department, principals, department heads, campus and department secretaries, and employees to ensure accuracy of information reported. Resolve payroll problems and inquiries.

9. Respond to requests from financial institutions regarding verification of employment.

10. Maintain confidentiality of information.

11. All other duties as assigned by immediate supervisor.

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 including 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; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____