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**Job Title**– Payroll & Benefits Clerk

**Supervisor:** Director of Payroll and Benefit Services

**Terms of Employment:** 240 days

**Job Summary:**

Assist the Director in the day-to-day operations of Payroll and Benefit Services

**Essential Duties:**

1. Monitor and respond to department communications including phone, email, fax, and mail
2. Process substitute employee pay records and adjustments
3. Process employee in-district travel reimbursement requests and timesheets
4. Assist with benefit billing and payments from employees
5. Process changes to employee direct deposit and W-4 information
6. Maintain payroll and benefit files for the department
7. Verify employment and wage information for appropriate outside agencies/vendors
8. Respond to employee inquiries and password assistance
9. Process purchase requests and travel arrangements for department staff
10. Act as department backup to the switchboard

**Other Duties:**

Perform other tasks and assume other responsibilities that may be assigned by the Director of Payroll and Benefit Services and/or the Chief Finance Officer.

**Job Specifications:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. Associates degree preferred with major course work in Accounting, Finance, or Business Administration.
2. Three (3) years of payroll and/or benefit experience in a school system, other governmental agency, or large organization preferred.
3. Knowledge of computer applications as related to specific job functions, including a basic knowledge of computerized payroll and benefit systems.
4. Proficient in the use of Excel, Word, and Outlook
5. Proficient in the use of oral and written communication with individual employees and group presentations



### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Pay Grade: 106**

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***