Job Title: **Fiscal Services Clerk: Payroll Specialist**

Qualifications:

Credentials: **None**

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience Required: 3 years of secretarial and/or clerical experience in a personnel/payroll environment. Minimum of 1 year with computer experience using word processing, databases, and spreadsheets. Minimum of 1 year working in a school system is preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Proficient communication and interpersonal skills. Ability to give/receive simple instructions and respond to inquiries. Must perform a variety of highly confidential duties. Strong organizational and time management skills. High numerical aptitude. Detail oriented.

Data Recording/Record Keeping: Performs data entry functions and can determine what changes need to be made to existing records, including digital records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, forms, or instruction material.

Business Machines: Computer proficient and able to effectively utilize word processing, spreadsheet graphics and experience with automated payroll systems. Familiarity with common software systems and navigation is preferred. Able to operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets and online websites preferred.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Typing Skills: Proficient skills in typing/word processing.

Site: **Administrative Service Center**

Reports To: **Payroll Supervisor**

Job Goal (Purpose of Position): Performs semi-skilled level payroll/clerical duties under general supervision to process District's payroll efficiently and effectively. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures. Must be able to work effectively with minimal supervision. Must keep all information confidential as it relates to position and compensation.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with staff and the public to gather information needed to process an accurate payroll file. This information includes tax forms, direct deposit details, and teacher's retirement documentation.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Prepares hourly reports from the time clock for support personnel each pay period.

2. Maintains accurate records for payroll documentation and transactions.

3. Enters IRS and OK tax withholding form information on all employees.

4. Verifies salaries from Personnel Action Forms initiated by Human Resources.

5. Responsible for entry and payment to all temporary contract agreement employees on a continually increasing basis.

6. Prepares labor reports after payroll has been encumbered.

7. Enters direct deposit data on all employees.

8. Calculate, prepare, maintains and enters all garnishment information.

9. Initiates Flexible Benefit allowance on all employees.

10. Activates all Teacher's Retirement codes for membership to be established.

11. Processes district wide stipend payments.

12. Enters all covering class forms, collect and calculate all activity trips, and enters all tutor coach information for the district.

13. Verify and upload the leave file for the current payroll period.

14. Performs other duties as assigned by Departmental Supervisor and/or Director of Finance Department.

Supervision exercised: None

Physical/Mental Requirements and Working Conditions:

This is an office/clerical job with the physical/mental requirements included in the essential functions and performance of duties*:* Must be able to communicate on the telephone and in person.

TERMS OF EMPLOYMENT: 251 days per year

SALARY: Category C

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy

Revised 1998-99 Negotiated Contract
Approved 8/9/1993
Revised 11/27/2000
Revised 2019-20 Negotiated Contract
Revised 2024-25 Negotiated Contract