

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

PAYROLL CLERK

DEFINITION

To perform a variety of accounting clerical work involved in the preparation and processing of certificated and classified payrolls.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory staff.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

Prepares regular and variable payrolls for administrative, certificated, and classified personnel. Calculates time sheets for all hourly employees. Posts hourly employees' work time to County time sheets. Processes and submits to County Superintendent of Schools all notices of employment and changes for contract teachers and other certificated personnel. Computes gross salaries, bi-monthly and daily rates. Each pay period, checks and brings up-to-date regular payroll, adding new employees and calculating proper deductions. Maintains accurate records of voluntary deduction amounts on tax shelter annuities, credit union, insurance, and professional dues. Prepares sick leave and vacation statements for hourly employees. Verifies payroll checks with work copies of payroll and register of complete payroll returned from County Superintendent of Schools for accurate amounts. Distributes payroll checks to proper locations. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of recordkeeping and financial record-keeping practices related to maintaining payroll records. Knowledge of English usage, spelling, grammar, and punctuation. Knowledge of basic mathematic principles. Ability to maintain complex payroll records and prepare routine reports. Ability to learn, interpret, and apply rules, regulations, and policies. Ability to perform complex accounting clerical work with speed and accuracy. Ability to operate standard and specialized office equipment. Ability to understand and carry out oral and written directions. Ability to perform calculations quickly and accurately. Ability to type at a speed necessary for performance of assigned duties. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to work

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Payroll Clerk (Continued)

Knowledge and Abilities (Continued)

effectively in the absence of supervision. Ability to communicate effectively, both orally and in writing.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of accounting clerical experience.

Training:

Equivalent to the completion of the twelfth grade preferably supplemented by specialized training or course work in accounting clerical principles.

Reviewed and Agreed to by:

Incumbent: _____ Date: