



---

**TITLE:** PAYROLL CLERK

**REPORTS TO:** Business Manager

**JOB TASKS AND PERFORMANCE RESPONSIBILITIES INCLUDE:**

1. Maintain a pleasant and positive public relations image through telephone communications, assistance to individuals on a walk-in basis, and excellent rapport with co-workers.
2. Provide a tract or work agreement for all positions base on salaries and employees approved by the Board of Trustees on a yearly basis and as new employees come in or new positions are approved. Set up personnel files with all necessary identification forms, certification, if applicable, and copies of contracts.
3. Provide tax forms, retirement and insurance application forms to new employees and to those wishing to make changes. Enter information forms into the computer.
4. Send out leave reports at the beginning of each pay period to the administrator or supervisor of each district site listing each employee and their available leave.
5. Review time sheets, leave reports and work agreements monthly. Enter hours, leave time, and substitute pay into computer for computation of payroll.
6. Reconcile insurance invoices monthly, entering changes and updates into computer. Record garnishments, court ordered withholdings, bank warrants, and credit union deductions, verifying continuation of such on a monthly basis.
7. Compile a listing of substitutes to be paid each month for Board approval.
8. Compute monthly payroll on main computer system. After verifying reports for accuracy, print payroll reports and checks. Make journal entries and post all payroll transactions to general ledger. Send payroll checks to Superintendent for signatures; sort checks for distributions to employees at each site. Prepare information for finance officer to make necessary payroll clearing transfers.
9. Figure payroll tax deposits for federal and state agencies. Print checks for all payroll deductions and mail out with invoices.
10. Prepare retirement report and send payment for contributions monthly to Public Employees Retirement System (PERS).
11. Prepares quarterly payroll reports, yearly payroll summary reports, and W-2 reports for employees at calendar year end. Prepare fiscal year end reports and close out school year.
12. Enter salary schedules for upcoming school year into computer and print contracts for those employees returning.
13. Verify employment by telephone or mail in verifications requested by various agencies.
14. Fill out requests for wage information sent to the school district by agencies with assistance programs.
15. Respond to unemployment notices as to reasons employees have either left our employment or been dismissed, along with salaries for stipulated time periods. Follow up on any notices that do not seem legitimate.
16. Attend various workshops or seminars pertaining to State Department of Education requirements, Wage and Labor laws, PERS reporting and requirements, insurance and computer updates.
17. Assume added performance responsibilities as assigned by Business Manager.

**Telephone #: (662) 827-2276 Fax #: (662) 827-5261**