

# MONROE COUNTY BOARD OF EDUCATION

## PAYROLL CLERK JOB DESCRIPTION

### QUALIFICATIONS:

- (1) High school diploma or equivalent required
- (2) Knowledge of Alabama State Department of Education's Local School Accounting Manual preferred
- (3) Bachelor's degree in business/accounting preferred
- (4) Work experience in payroll accounting preferred, preferably in a school or school system

### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of system accounting and payroll practices. Ability to perform routine duties guided by standard practices. Knowledge of school board policies, state statutes and federal laws and regulations as they relate to wage and salary issues. Ability to exercise independent judgment in assigned duties. Proficiency using word processing, spreadsheets and other functions. Ability to schedule time, prioritize and work efficiently. Ability to prepare and maintain accurate and complex financial records and reports. Ability to communicate effectively orally and in writing. Ability to plan and organize work as needed.

### REPORTS TO:

Chief School Finance Officer

### JOB GOAL

To ensure that payroll records, procedures and reports are completed in a timely and accurate manner in compliance with all applicable laws, rules and regulations.

### SUPERVISES:

N/A

### PERFORMANCE RESPONSIBILITIES:

1. Perform payroll activities of the system in compliance with sound business practices, School Board policies, and federal and state laws.
2. Preparation and coordination of monthly, quarterly and annual state and federal payroll tax returns.
3. Assist with maintenance of salary schedules.
4. Maintain the system control file maintenance payroll tables.
5. Prepare and maintain employee payroll files.
6. Assist with preparation and printing of W2s.
7. Maintain retiree insurance records.
8. Provide information and assistance for auditors as required.
9. Serve as resource to schools and departments for payroll matters.
10. Communicate effectively with the public, staff members, administrators and other contact persons using tact and good judgment.
11. Follow attendance, punctuality and proper dress rules.
12. Ensure adherence to good safety standards.
13. Maintain confidentiality regarding school/workplace matters.
14. Model and maintain high ethical standards.
15. Demonstrate initiative in the performance of assigned responsibilities.

## PAYROLL CLERK (Continued)

16. Maintain expertise in assigned area to fulfill project goals and objectives.
17. Keep supervisor informed of potential problems or unusual events.
18. Respond to inquiries and concerns in a timely manner.
19. Serve on school/system committees as required or appropriate.
20. Exhibit interpersonal skills to work as an effective team member.
21. Demonstrate support for the school system and its goals and priorities.
22. Demonstrate initiative in identifying potential problems or opportunities for improvement.
23. Prepare all required reports and maintain all appropriate records.
24. Participate in cross training activities as required.
25. Perform other tasks consistent with the goals and objectives of this position.
26. E-verify all new employees and new substitutes for Dept of Homeland Security.
27. Generate and distribute attendance/service reports to all system locations.
28. Data entry of absences (sick, personal, professional, jury, military and other leave) of all employees and employee docking according to service reports.
29. Data entry for all other monthly payroll changes.
30. Data entry payment of days worked for substitutes.
31. Balancing GL distribution report on salaries for full time employees and substitutes.
32. Responsible for distribution of garnishments and other withholding checks to the appropriate agencies.
33. Responsible for balancing insurance statements and distributing checks for insurance companies and assisting their representatives with questions and inquiries.
34. Additions/Terminations of employees to or from payroll records on computer.
35. Checking or changing all employees' salaries on any raises/step-raises, supplements etc on computer for payroll records.
36. Assist employees and substitutes with questions, inquiries concerning payroll forms, deductions, leave balances, etc.
37. Assist former employees with questions and inquiries.
38. Responsible for calculating organizational dues and reporting checks and information to the appropriate associations.
39. Balancing, processing and mailing or transmitting TRS forms, PEEHIP insurance forms.
40. Filing for Payroll reports.
41. Processing for supplemental payroll payments.
42. Assist in answering telephone calls and inquiries and transferring to appropriate person.
43. Provide sick leave/job leave information to Human Resources for military leave purposes or to transfers on previous employment.
44. Contact employees for documents needed (drivers license copy, ss card, etc.)
45. May be required to cross-train on duties of other financial office personnel.
46. May be required to work beyond the normal 40-hour week.
47. Perform other tasks consistent with the goals and objectives of this position.

### PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved salary schedule.

Length of the work year and hours of employment shall be those established by the System.

**PAYROLL CLERK (Continued)**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.