

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Payroll Clerk (Full Time-T42) (Part time- 072)</b>	Job Family: 10
Department: Payroll Department	Lane Placement: 6
Supervisor's Title: Director of Payroll	Contract: 242 Days
FLSA Classification: <u>Non-exempt</u>	Hours per day: 8/3.4 Hours
Department Approval: <u>Sarah Palmer</u>	Date: <u>10/6/13</u>
ADA Review: <u>Jenele Master</u>	Date: <u>6-24-13</u>
Human Resources Approval: <u>Bryce</u>	Date: <u>6-12-13</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>6/24/13</u>
Original date: <u>10/84</u> Revised: <u>09/89</u> Revised: <u>11/98</u> Revised: <u>07/13</u>	

**GENERAL FUNCTION**

Under the supervision of the Director of Payroll, the **Payroll Clerk** performs the full cycle of processing payroll each month. Incumbent receives, examines, codes, calculates and processes time sheets and attendance reports, both paper and electronic, from departments and schools. Incumbent balances accounts after payroll checks have been processed, and edits and balances payroll reports. Incumbent answers telephone and walk-in inquiries from employees. Incumbent trains District and school personnel in payroll procedures.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Electronically process time and attendance reports for schools and departments and audit time off.
- Input and maintain organizational charts in computer for payroll processing.
- Edit and input data; timesheets, W4 information, retirement codes, etc. into computer for payroll processing. Run and process a variety of data reports to check for errors and audits of time keeping system.
- Maintain a master list of payroll wages for each location assigned and balance each month against changes made in the Human Resource Department.
- Assist in building a paycheck each month by electronically bringing in wages and balancing to master payroll list, to insure proper payment of wages.
- Maintain deductions for a variety of programs and works with agents for assigned deductions.
- Process and answer creditor garnishments, levies, student loan garnishments, child support, and other wage garnishments as necessary.
- Communicate closely with school/department personnel who maintain payroll records.
- Maintain and electronically file all pertinent data received each month.
- Assist in implementing or updating payroll computer programs.
- Maintain confidentiality of employee or district information by following district policies regarding confidential information.
- Answer inquiries by telephone or in person regarding payroll questions and problems while maintaining a pleasant and positive office environment.
- Type correspondence, letters, memos and emails as needed. Contact employees with problems regarding pay.
- Research current or prior payroll records for retirement or compliance issues.
- Train District or school personnel in payroll policies and procedures.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires an Associate's degree in business, accounting or related field PLUS one year of job related prior work experience with demonstrated competence or an equivalent combination of education and experience.
- Must demonstrate competence in reading, writing and math.
- Typing skill and ten-key data entry experience a must.
- Requires working knowledge of Federal and State withholding regulations.
- Needs appropriate math skills (e.g. amounts to be paid hourly employees, split salaries, and terminations).
- Knowledge of relevant District policies and procedures preferred.
- Requires ability to learn and use the District payroll specific software.
- Requires a high level of interpersonal skills to interact with all current or potential employees to answer questions regarding payroll information.
- Must perform tasks with high accuracy and meet persistent and demanding deadlines.
- Requires skill in training and explaining payroll procedure to District and school personnel.
- Requires ability to make appropriate decisions to enable department to meet scheduled cut-off dates for all payroll information to be processed.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Standard office machines and equipment (e.g. computer, ten-key, and copy machine).

**Physical Requirements – Not limited to the following:**

- While performing the duties of the job, the employee is regularly required to sit, stand, walk, talk and hear. The employee frequently is required to use hands to finger, handle, feel and reach with hands and arms.
- May be required to lift up to 20 pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.