

## Payroll Clerk II

Classified Position - 7191

<u>Salary</u> Category 1 per Salary Schedule	<u>Days</u> TBA	<u>Reports to:</u> Director of Business & Finance
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### SCOPE OF RESPONSIBILITIES

Processes a portion of cost center time reports, extra service forms, substitute time reports, and miscellaneous salary payments, in preparation for preparing the payroll checks; require skill in reviewing preliminary computer printouts as a part of payroll processing; answers telephone inquiries and handles personal visits; processes a portion of new employees forms and related documents for classified and certified personnel; works under general supervision using a wide range of procedures

### REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Receives, verifies and processes payroll reporting for regular, substitute, coaching, extra service and supplemental payroll for assigned district locations
2. Assumes responsibility for correction of error printouts from the payroll edits and supplementary payroll
3. Assumes responsibility for reviewing and releasing personnel changes for assigned classified and certified employees; sets-up applicable pay plan, retirement, fringe pay, leave days, and tax withholding; and calculates and processes retro pay due
4. Assists in receiving and sending payroll documents via the pony and assumes responsibility for all documentation and filing for assigned payroll time reporting and deduction/withholding reporting
5. Corresponds with employees, locations, vendors and retirement systems to answer payroll related questions and resolve issues
6. Insures that assigned deductions/withholdings and direct deposits are set-up and withheld appropriately; insures that deduction reporting is balanced and submitted by required deadlines; and reconciles applicable liability accounts
7. Reviews all Benefits Retirement Worksheets and TSA deferrals for accuracy and processes in accordance with district and IRS guidelines
8. Assumes responsibility for verifying salaries paid, completes in-depth payroll research to verify earnings, and makes complex adjustments to the KTRS annual report
9. Assumes responsibility all phases of assigned KY Teachers Retirement Systems reporting and insures compliance with KTRS eligibility requirements
10. Calculates, prepares and submits supplementary worksheets to process hand-typed checks to correct regular pay and to process retirement/separation pay-outs, sick bank days, retro pay, refunds, voids, etc.
11. Maintains regular and predictable attendance
12. Adheres to the professional code of ethics
13. Successfully utilizes technology as appropriate in job function
14. Performs other duties as assigned by designated coordinator

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- Modern office practices, procedures and equipment
- Applicable sections of Kentucky Administrative Regulations and other applicable laws
- District organization, operations, policies and objectives
- Organization, rules, regulations and programs related to an assigned office or function
- Operation of a computer terminal and data entry techniques
- Software applications used by the District, including word processing and spreadsheets
- Financial and statistical record-keeping techniques

- Basic budget monitoring and control
- Telephone techniques and etiquette
- Financial and statistical record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Perform advanced-level secretarial duties requiring independent judgment and analysis
- Plan, organize and coordinate office activities and communications to relieve the Director of routine administrative and clerical details
- Work independently with little direction
- Type at an acceptable rate of speed
- Analyze situations accurately and adopt an effective course of action
- Compose independently or from oral instructions letters, memos, bulletins or other material
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Meet schedules and time lines
- Establish and maintain cooperative and effective working relationships with others
- Report to work punctually

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Two (2) years successful bookkeeping experience
3. Good math ability
4. Ability and desire to maintain accurate records

DESIRABLE QUALIFICATIONS

1. Two (2) years payroll experience
2. One (1) year accounting college unit