

**MADISON COUNTY SCHOOLS**  
**Job Description**

**CLASS TITLE: PAYROLL CLERK**

**REPORTS TO: CHIEF FINANCIAL OFFICER**

**EXEMPT STATUS: Non-Exempt**

**APPROVED: January 14, 2016- Order #2016-1720**

**BASIC FUNCTION:**

Under direction, to plan, organize, supervise, and participate in the payroll record management and reporting activities and functions; to perform the more complex and specialized payroll fiscal records management and reporting functions; to coordinate the employee fringe benefit enrollment process, including tax shelter annuity program enrollment; and to do other related work as required.

**REPRESENTATIVE DUTIES:**

- Coordinate, organize and supervise the maintenance of employee payroll records, the computation of payroll data and related employee insurance and benefits deductions and insurance vendor payments.
- Audit, monitor and clarify payroll related documents, including time reports, payroll listings, services records and other similar materials.
- Review, interpret and apply policies, guidelines and regulations concerning salary computations, leave benefits, and State and Federal tax withholding procedures.
- Confer with District and work unit personnel concerning personnel services assignment changes that would affect salary computations.
- Monitor processing of new employees, employee separation, promotions, salary advancement, sick and vacation leave computations.
- Participate in retirement benefit computations.
- Prepare or coordinate the preparation of annual sick and vacation accumulation reports.
- Answer complex inquiries relating to payroll information and data.
- Prepare various fiscal deductions, payroll reports, and withholding statements.
- Review and monitor the technical performance of payroll related personnel, as assigned.
- Maintain regular attendance.
- Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles, methods, practices, and procedures of payroll management systems, accounting, and fiscal planning;
- Legal mandates, policies, and regulations pertaining to payroll and employee benefits record management and reporting;
- Computer payroll record systems, equipment, and terminology;
- Practices, strategies and techniques of organization

**ABILITY TO:**

- Perform responsible and complex payroll and employee benefits record management and analysis functions and activities;
- Organize, train, and monitor the performance of payroll clerical personnel;
- Prepare informational, statistical, and narrative payroll and other related reports in a clear and concise manner;
- Review, audit, and verify a variety of payroll related summaries and reports, including computer-prepared management output reports;
- Effectively and efficiently operate standard office machines and computers with accuracy;
- Understand and carry out oral and written directions;
- Establish and maintain a cooperative working relationships;

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

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

**Education:**

High school diploma or equivalency, supplemented by training or coursework in elementary accounting, bookkeeping, business office organization and planning, or closely related field.

**Experience:**

Three years of highly responsible experience in accounting, payroll, or budget control record management and reporting.