

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

<b>Job Title:</b>	<b>Account Clerk/Payroll Clerk</b>	<b>Job Code: 75032</b>
<b>Job Classification:</b>	<b>16 Administrative Support Workers</b>	<b>EEO Line: 51</b>
<b>Job Class Category:</b>	<b>F Educational Support Personnel</b>	<b>Job Description Supplement Code: 6</b>
<b>Reports to:</b>	<b>Director, Business &amp; Finance</b>	<b>Salary Locator: Classified Schedule</b>

**PCSD position that falls under this description is Assistant Payroll Clerk**

### **SUMMARY:**

To perform payroll responsibilities promptly, accurately and efficiently in accordance with District policies, procedures and schedules.

### **QUALIFICATIONS:**

- (1) High School Diploma or equivalent
- (2) Minimum of three (3) years' experience as a clerk or secretary
- (3) Proficient in the use of calculators and computers
- (4) Satisfactory criminal background check

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Considerable knowledge of principles and practices of payroll, bookkeeping and accounting procedures
- (2) Ability to apply knowledge to work situations
- (3) Skill in preparing financial records
- (4) Ability to gather data and make judgments
- (5) Ability to communicate and work efficiently with District and school staff
- (6) Ability to understand written and oral communication
- (7) Ability to utilize technology to accomplish assigned tasks

**REPORTS TO:** Director, Business & Finance

### **PERFORMANCE RESPONSIBILITIES:**

- (1) Ability to read and interpret documents such as policies, financial reports and procedure manuals
- (2) Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (3) To perform this job successfully, an individual should have knowledge of current Financial Management and Human Resources leave system and Skyward inventory system (if applicable).
- (4) Assist in preparing and verifying payroll information
- (5) Process information and maintain records of payroll deduction items and balance the monthly payroll
- (6) Assist in data entry of information required to process payrolls Assist in verifying accuracy of preliminary payroll registers and the printing of payroll reports.
- (7) Oversee the printing of payroll warrants.
- (8) Assist in preparing and verifying all required payroll data for DOE transmission.
- (9) Assist in disseminating payroll warrants to schools and departments.
- (10) Assist in performing functions and reporting activities for the employee benefits program.
- (11) Assist in preparing all quarterly and year-end reports.
- (12) Also assist in fiscal year-end closing activities.
- (13) Use effective, positive interpersonal communication skills.
- (14) Perform all other tasks to assist the Department of Finance.

### **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 District's approved compensation plan.

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

**EVALUATION:**

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

**BOARD APPROVAL:**

June 2005

Amended: May 20, 2014