

**Eufaula School District  
Position Description**

**POSITION TITLE: Payroll Clerk**

Reports to: Superintendent

**General Description:** The job of Payroll Clerk is done for the purpose/s of processing payroll information in accordance with established practices; reviewing source documents and preparing preliminary and final reports; and responding to employee questions relating to payroll processes.

**Essential Duties and Responsibilities:** *Other duties may be assigned.*

Assists auditors (e.g. data, answers to questions, etc.) for the purpose of providing required information.

Assists personnel, administration, etc. (e.g. payroll procedures, contract requirements, time sheets, wages paid, etc.) for the purpose of providing information and for resolving individual payroll issues, conveying information, etc.

Attends various seminars and workshops (e.g. labor law, government requirements, payroll, etc.) for the purpose of conveying and/or receiving information.

Computes contracts and contract changes (e.g. base rates, hours paid, early termination payouts, etc.) for the purpose of ensuring that employees are paid accurately and timely, and that all accounting procedures are maintained.

Distributes payroll and other documents (e.g. W-2's, insurance, state retirement, new/change forms, etc.) for the purpose of providing documents in a timely manner .

Maintains employee records in both written and electronic formats (e.g. premium schedules, employee records, leave status, deductions, W-4's, etc.) for the purpose of ensuring records are current and providing an up-to-date reference and audit trail for compliance.

Maintains payroll information, files and records for the purpose of providing an up-to-date reference and audit trail for compliance.

Monitors payroll processes and a variety of benefit information for the purpose of ensuring accurate payroll processing, appropriate allocation of funds and compliance with established financial, legal and/or administrative requirements.

Performs record keeping and general and program specific clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting effective and efficient department functioning.

Researches discrepancies of payroll data (e.g. time sheets, leave time, unemployment eligibility, direct deposit requirements, salary schedule placement status, benefit eligibility, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.

Responds to inquiries regarding various procedures and requirements (e.g. wage levies and garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.

Manages Medicaid billing program. Maintains all records and documentation pertaining to Medicaid billing.

Serves as Board of Education minutes clerk.

**Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Skills:**

Ability to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; performing standard bookkeeping; preparing and maintaining accurate records; and using pertinent software applications.

Ability to perform basic math, including calculations using fractions, percents, and/or ratios; read A variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles; business telephone etiquette; and concepts of grammar and punctuation.

Establish and maintain relationships with staff.

Ability to work under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.*

**OTHER SKILLS AND ABILITIES:**

Ability to develop effective working relationships with staff. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

*This information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by individuals currently holding this position and additional duties may be assigned.*