

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Payroll Clerk

QUALIFICATIONS:

- Bachelor's degree in Business Administration, Accounting, Finance, or Human Resources
- Ability to rapidly and accurately enter and retrieve computerized data
- Prior successful experience working in accounting strongly preferred
- Good physical condition with the ability to lift 10 pounds

REPORTS TO: Business Manager

SUPERVISES: N/A

JOB GOAL: To provide general support to the Finance Department for payroll

PERFORMANCE RESPONSIBILITIES:

- Act as Finance Department's primary point of contact for payroll inquiries and issues
- Process employee electronic paychecks and issue statements of earnings and deductions
- Compute wages and deductions and enter data into the district's computer system
- Compile employee time, production and payroll data from time sheets and other records
- Review time sheets, work charts, wage computation and other information to detect and reconcile payroll discrepancies
- Record employee information, such as exemptions, leaves of absence, transfers, garnishments, and resignations, to maintain update payroll records
- Process Public Retirement System (PERS) paperwork, balance contributions and send necessary reports
- Process, print, and reconcile payroll deductions checks for payment
- Process, print, and reconcile insurance payments immediately as soon as monthly checks are mailed
- Prepare reports in a timely and accurate manner
- Issue and record adjustments to pay related to previous errors or retroactive increases
- Keep informed about changes in tax deduction laws that apply to the payroll process
- Provide information to employees and managers on payroll matters, tax issues, and benefit plans
- Setup and file documents and records according to predetermined classifications, maintaining alphabetical index and cross reference files
- Respond in a timely fashion to employment verification requests
- Update SBAC with payroll information
- Secondary responsibility is to provide back to Human Resources clerk
- Ensure proper retention of payroll files in accordance with district policy

- Comply with applicable district, state, local, and federal laws, rules and regulation
- Process and manage FMLA required actions
- Professionally represent the District in interactions with parents, community, staff, and students
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)