



**Job Title:** Payroll Accounting Clerk

**Wage/Hour Status:** Nonexempt

**Reports to:** Director of Payroll & Benefits

**Pay Group:** Clerical Para 5

**Dept./School:** Business Service

**Date Revised:** 5/31/2018

**Primary Purpose:**

Under general supervision, perform bookkeeping and maintain district financial records.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of bookkeeping principles and practices

Ability to use computer and software to develop spreadsheets and do word processing

Proficient in keyboarding, 10-key numerical data entry, pivot tables, and file maintenance

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

**Experience:**

3 years experience or college course work in accounting-related subjects

**Major Responsibilities and Duties:**

**Accounting**

1. Maintain complete and systematic records of assigned district financial transactions.
2. Verify and record details of financial transactions in appropriate journals and subsidiary ledgers and transfer subsidiary account summaries to general ledger.
3. Balance general ledger and subsidiary accounts by reconciling entries.
4. Examine general ledger transactions for accuracy; make corrections as needed and inform supervisor of problems.
5. Compute and record payroll benefit and deduction summaries.
6. Balance payroll liabilities and work with Human Resource Benefits to resolve discrepancies in account records.
7. Transfer funds between deduction accounts as directed by payroll coordinator.

8. Assist with preparation of deduction reports and analytical reports to reflect district salary and benefit expenditures.
9. Compile, maintain, and file all reports, records, and other documents as required.

**Other**

10. Maintain confidentiality.
11. Other duties as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*Note: The foregoing statements describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*