

**TITLE:** Payroll Clerk

- QUALIFICATIONS:**
1. Bachelor's or Associate degree from accredited college or university with major coursework in accounting, finance or business related field preferred.
  2. Minimum 5 years work experience in accounting or finance, preferable in governmental environment
  3. Working knowledge of general office computer software including Microsoft Office
  4. Demonstrate knowledge and abilities of general office procedures related to organization, filing, preparation of documents, etc.
  5. Ability to work in a team environment.
  6. Ability to work independently with a high degree of accuracy and organization.

**REPORTS TO:** Chief Financial Officer and Payroll Supervisor

**JOB GOAL:** Assists in the administration of the system's business affairs

**JOB DUTIES:**

1. Responsible for processing and maintaining all leave forms in Soft docs and leave data accounting software.
2. Maintain employee records in both written and electronic formats.
3. Assist with managing all leave records for employees including leave of absences.
4. Responsible for managing and maintaining the timekeeping system weekly and monthly.
5. Responsible for entering new employees in accounting software.
6. Assist in researching discrepancies of payroll data to ensure accuracy and adherence to procedures prior to and after processing payroll.
7. Assist in responding to inquiries regarding various procedures and requirements for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.
8. Responsible for reviewing, verifying and reporting any discrepancies to the weekly substitute billing.
9. Responsible for reconciling and processing monthly payroll deductions.
10. Responsible for monthly input pay of all payrolls and verifying accuracy of data.
11. Maintain weekly and monthly ACA spreadsheet.
12. Assist in problem resolution by communicating verbally and in writing between employees and relevant staff and service providers.
13. Correctly interpret and apply employee contracts.
14. Process new employee hiring including but not limited to training on software.
15. Responsible for personal day verification report and verifying attendance bonus.

16. Maintains bus substitute records including sixty day monitoring for unemployment purposes.
17. Process any timekeeping override forms necessary.
18. Assist with Inventory as needed.
19. Maintains exceptional level of customer service.
20. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development.**
21. Work closely with the Payroll/Human Resources Supervisor and the Chief Financial Officer to coordinate the functions of the Finance and Human Resources Department.
22. Maintain confidentially of any school system related information and any sensitive employee information.
23. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
24. Perform other duties as may be assigned.

**Essential Duties**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

**TERMS OF EMPLOYMENT:**             9-Month     10-Month     11-Month     12-Month

**EXPECTED WORK DAY:**            8 Hours

**SALARY:**            According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

**EVALUATION:** Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Principal/Program Coordinator \_\_\_\_\_  
Initials

Human Resource \_\_\_\_\_  
Initials