

ACCOUNTING SPECIALIST I PAYROLL CLERK

The Payroll Clerk, under the supervision of the Chief Financial Officer and the direction of the Payroll Specialist, is responsible for collecting timekeeping information, incorporating a variety of deductions into a periodic payroll, and issuing pay and pay-related information to employees.

Specific Responsibilities

1. Collect, review, and enter timekeeping information.
2. Obtain supervisory approval of all time cards.
3. Resolve any discrepancies.
4. Calculate variances in job duties, overtime, and weighted overtime.
5. Process garnishment requests.
6. Process and close periodic payrolls.
7. Print and issue paychecks.
8. Comply with all regulations regarding Arkansas Teacher Retirement.
9. Process employment verifications.
10. Enter new employees into APSCN.
11. Update all classified changes throughout the year.
12. Calculate sick, personal, and vacation time for employees.
13. Create yearly calendars.
14. Assist with employee contracts.
15. Keep and maintain all employee contracts and years of service cards.
16. Process various employee benefits.
17. Perform other duties as assigned.

2/12/15