

# CENTRAL SCHOOL DISTRICT

**Job Title:** Account Clerk III - Payroll

**Occupational Group:** Confidential

**Reports to:** Finance Manager

**Work Year:** 12 months

**Date of Board Approval:** 1/16/2003

---

## **DEFINITION**

Under general supervision, to perform difficult and responsible payroll/employee benefits clerical functions; to maintain financial and statistical records utilizing manual, machine and computer-assisted processes; and to do other related work as required.

## **QUALIFICATIONS**

### **Education/Certification:**

- Equivalent to the completion of the twelfth grade, supplemented by training or coursework in accounting, bookkeeping, business office procedures and/or related technical skill areas.

### **Desired Qualification:**

- Type at a net corrected speed of 40 words per minute.

### **Experience:**

- Two years of responsible experience in accounting, record management, and reporting, with a desired minimum of at least one year in payroll clerical functions.

### **Knowledge and Abilities:**

#### **Knowledge of:**

Methods, practices and procedures of school district accounting and payroll record management; operation of computer assisted accounting and payroll record management systems; modern office practices, procedures and techniques; organization and planning methods, trends, techniques and practices.

#### **Ability to:**

Perform complex and technical payroll clerical functions; maintain complex payroll records, analyze data and prepare accurate reports; make complex arithmetical calculations and verify the results; effectively and efficiently operate automated office machines and computer equipment; establish and maintain cooperative working relationships; understand and carry out oral and written directions.

## **ESSENTIAL & REPRESENTATIVE DUTIES** – Duties may include, but are not limited to, the following:

1. Prepares certificated, classified, hourly and supplemental payroll. **E**
2. Account codes, posts, balances and verifies payroll records. Reconciles payroll with county printout. **E**
3. Calculates and processes pay rate changes, rates for new or terminating employees, and deductible absences.
4. Processes wages and calculations in accordance to the California education code and union contracts.
5. Verifies, logs, and distributes payroll warrants.

**ESSENTIAL & REPRESENTATIVE DUTIES (continued)**

6. Balances and maintains absence tracking for all employees.
7. Computes and maintains voluntary payroll deductions. **E**
8. Submits pay rate changes, temporary rates for new or terminating employees, deductible absences and voluntary deduction changes. **E**
9. Updates records and maintains listings for employer paid insurance and all voluntary deductions.
10. Reconciles to county appropriation ledger and makes necessary corrections to maintain budget control.
11. Responsible for new employee health and welfare benefit enrollments.
12. Assists in the computation of salary schedule projections for budget purposes. **E**
13. Prepares confidential costs analysis and documents for collective bargaining purposes. **E**
14. Responds to a wide variety of employee inquires.
15. Process of quarterly SUI and 941 Tax Reports. Process annual tax reports and balance W-2's.
16. Performs such other related duties as assigned.

**WORKING CONDITIONS**

Office environment subject to periodic or constant interruptions.