

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**ASSISTANT PAYROLL CLERK**

**QUALIFICATIONS:**

- (1) High School Diploma.
- (2) Minimum of five (5) years experience as a clerk or secretary,
- (3) Proficient in the use of calculators and computers.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of State and federal rules relating to payroll processing and reporting. Knowledge of local policies and labor contracts relating to salary and leave administration. Ability to use and knowledge of computer operations for payroll processing and reporting. Ability to perform analyses to determine technical problems in area of assignment. Ability to communicate with a variety of people in both oral and written form.

**REPORTS TO:**

Administrative Assistant, Fiscal

**JOB GOAL**

To perform payroll responsibilities promptly, accurately and efficiently in accordance with District policies, procedures and schedules

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist in preparing and verifying payroll information.
- \* (2) Process information and maintain records of payroll deduction items and balance the monthly payroll.
- \* (3) Assist in data entry of information required to process payrolls.
- \* (4) Assist in verifying accuracy of preliminary payroll registers and the printing of payroll reports.
- \* (5) Oversee the printing of payroll warrants.
- \* (6) Assist in preparing and verifying all required payroll data for DOE transmission.
- \* (7) Assist in disseminating payroll warrants to schools and departments.
- \* (8) Assist in performing functions and reporting activities for the employee benefits program.
- \* (9) Assist in preparing all quarterly and year-end reports. Also assist in fiscal year-end closing activities.
- \* (10) Use effective, positive interpersonal communication skills.
- (11) Perform all other tasks to assist the Payroll Specialist.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 4**

**SALARY LOCATOR: Classified Personnel Salary Schedule**