



PAYROLL CLERK

Classification #: 029

FLSA: Non-exempt

EEOC: 06

GENERAL STATEMENT OF DUTIES:

Performs a variety of responsible and complex payroll duties that involve data entry, auditing and reviewing payroll records for employees. Duties may also include performing accounts payable/receivable and cash audit functions, and assisting with department human resources functions; performs other duties as assigned.

SUPERVISION RECEIVED:

Works under the supervision of an administrative supervisor who assigns work and reviews results.

SUPERVISION EXERCISED:

Supervision is not a responsibility of positions in this classification

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following)

1. Responsible for entering bi-weekly payroll information into TAMS/Oracle and other time reporting systems; reviews and corrects time reporting errors, applies staff time to appropriate budget/project numbers; processes and distributes payroll.
2. Acts as a department liaison and works collaboratively and cooperatively with the County's centralized payroll and human resources staff in an effort to ensure accurate record keeping is maintained; audits reports generated by centralized payroll.
3. Creates and implements departmental payroll forms; assembles payroll data and disseminates information in the form of reports, statements and summaries from data collected.
4. Performs a variety of financial or statistical records keeping and tracking systems of a complex nature that requires the use of independent judgment, accuracy and speed. Ensures that employees are reflected accurately in the payroll system, e.g. organizations.
5. Provides training regarding department payroll policies and procedures to department staff and management.
6. Acts as a resource to department staff regarding payroll issues.
7. Initiates and processes personnel actions as required.
8. Performs accounts payable/receivable and audit functions as required.

9. Understands and applies appropriate collective bargaining agreements and county personnel rules to multiple units to ensure accuracy in employee pay.

RECRUITING REQUIREMENTS**KNOWLEDGE, SKILLS AND ABILITY:**

Knowledge of: personnel rules and collective bargaining agreements; methods and practices of financial record keeping; payroll/bookkeeping principles; modern office procedures, methods and computer equipment; complex financial information systems and spreadsheet software; effective tracking techniques and mechanisms for maintaining accurate records.

Ability to: maintain high degree of accuracy with detailed and complex data; accurately and rapidly perform mathematical calculations; communicate clearly and concisely both orally and in writing; work tactfully and courteously with those contacted during the course of work.

EXPERIENCE AND TRAINING:

1. Graduation from high school, preferably supplemented by course work in business administration, accounting, governmental accounting or related work; AND
2. Two years of progressively responsible experience in an office environment with specialized training in payroll record keeping systems and computer data entry; OR
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

ADOPTED: 6/00

REVIEWED: 12/08