



**JOB DESCRIPTION**  
**Payroll Clerk II**

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The Payroll Clerk II under the general supervision of the Executive Director for Business Services and the immediate direction of the Payroll Manager, contributes to the efficient operation of the payroll department by preparing accurate and timely payroll-records and related reports using prescribed procedures and regulations.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Two-Three years experience in a related field

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Knowledge of basic accounting procedures
- Ability to maintain accurate and auditable records
- Ability to use calculator (10-key by touch)
- Ability to use personal computer and software to create spreadsheets, databases, and do word processing
- Proficiency in typing, keyboarding, and file maintenance
- Ability to work with numbers in accurate and rapid manner
- Ability to communicate effectively
- Ability to meet established deadlines

**DUTIES AND RESPONSIBILITIES:**

1. Assists in the verification of payroll data on employee work agreements as needed.
2. Enters payroll deductions requested by District employees into the on-line payroll files.
3. Posts leave taken by District employees into the on-line payroll files and sends all corrections to campus Secretary for verification on Employees balances.
4. Assists in the preparation of bi-weekly and monthly payrolls as needed.
5. Sets up all substitute files in data system.
6. Enters substitute data for on-line payroll files.
7. Types payroll documents as needed.
8. Processes void and manual checks as needed.
9. Sets up and maintains all new records for Direct Deposit.
10. Sorts and files Absent Form Duty Reports.
11. Types monthly substitute records of work to be processed with Payroll Checks.
12. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate effectively, concentrate, reason, understand verbal instructions, analyze, differentiate, read, compile, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry medium weight (15-44 pounds). Performs repetitive hand motions, hear, speak, and possess visual acuity.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Copier, calculator, personal computer, typewriter, printer and shredder.

**Paraprofessional Pay Grade: 6**

**Days: 226**

**Wage/Hour Status: Nonexempt**

**Updated: July 24, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*