

# WALTON COUNTY SCHOOL DISTRICT

## POSITION DESCRIPTION

### ASSISTANT PAYROLL CLERK

#### QUALIFICATIONS:

1. High School diploma or equivalent.
2. Minimum of three years experience in bookkeeping training and knowledge of basic operation of office equipment and machines.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Chief Financial Officer.

**SUPERVISES:** None

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan, organize and analyze. Ability to utilize personal computer / mainframe software and hardware. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Effective oral and written communication skills. Possess good mathematical skills.

#### POSITION GOALS

To provide accounting services in the area of finance to all District schools and departments in the most efficient and timely manner.

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Calculate payroll for new hires and terminations.
2. Process pay for part-time, substitute, and regular employees doing extra work.
3. Generate reports and payments for child support and other levies and to Internal Revenue Service (IRS).
4. Prepare tax wires for payroll.
5. Verify and cross-check all payroll amounts before and after checks are printed.
6. Accurately calculate taxes due.
7. Prepare 941 reports.

8. Balance retirement report to checks.
9. Provide thirteen (13) week wage statement for workers' compensation.
10. Complete FCIs for Division of Retirement.
11. Provide wage statements for HRS.
12. Verify employment of personnel.
13. Prepare District payroll calendars.
14. Prepare reports as requested by Director, Superintendent or School Board.
15. Maintain files of payroll correspondence and transactions.
16. Answer questions and provide technical assistance with leaves, payroll, retirement and others.
17. Prepare documentation for audits and answer questions for auditors.

**Inter/ Intra-agency Community and Delivery**

18. Provide for positive communication among staff.
19. Serve as a resource to schools and departments in areas of responsibility. Assist school personnel with payroll preparations.
20. Serve as a liaison with other agencies as required.
21. Perform routine duties as required; i.e., serve as receptionist, compose and send correspondence, answer telephones, sort, and distribute mail and order materials.

**Employee Qualities/ Responsibilities**

22. Maintain confidentiality regarding all matters related to assignments.
23. Participate in workshops and training sessions as required.
24. Maintain work area in a safe and secure manner.
25. Model and maintain high ethical standards.
26. Follow attendance and proper dress rules as required.

**System Support**

27. Ensure that School Board policies and governmental regulations are consistently applied to assignment.
28. Assist and/or direct the investigation of errors and complaints.
29. Assist in training other personnel providing back-up assistance as necessary.
30. Assist the Director with required reports and maintenance of records.
31. Perform other incidental tasks consistent with the goals and objectives of this position.

**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. Salary will be on the same scale as Business Affairs Clerk. 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.