



ACCOUNTING CLERK III – PAYROLL

Purpose Statement

The job of the Accounting Clerk III - Payroll was established for the purpose(s) of providing support to department activities with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, and funds distribution; responding to inquiries and/or requests for data and/or reports; and providing timely and accurate payroll production.

This job reports to the Accountant I - Payroll

Essential Functions

- Reviews deductions to make active for new hires and rehires to ensure accurate payroll processing.
- Compiles payroll data from a variety of sources (e.g. time sheets/payroll, salary adjustments, longevity pay, union dues, benefits, leave balances, direct deposits, W-4's, etc.) for the purpose of providing summaries to other personnel, and/or ensuring compliance with established guidelines.
- Confers with a variety of internal and external parties (e.g. employees, supervisors, auditors, vendors, and banking institutions) for the purpose of ensuring accurate payroll processing.
- Coordinates the payroll process with other departments and sites for the purpose of delivering services in compliance with established guidelines.
- Maintains a wide variety of payroll information (e.g. direct deposits, pre-notes, W-4s, leave balances, salary, levies, garnishments, investments, voluntary and involuntary contributions, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in workshops, in-service trainings, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Processes a wide variety of payroll documents and materials (e.g. time sheets, withholding information, employee contributions, union dues, longevity, leaves, supplements, stipends, etc.) for the purpose of disseminating information to appropriate parties
- Reconciles payroll account balances (e.g. time sheets, direct deposits, wage attachments, benefits, voluntary and involuntary contributions, and leave balances) for the purpose of maintaining accurate account balances and complying with established guidelines.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, salary, supplements, longevity pay, stipends, FMLA, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, benefit provider/s, withholding versus W4, salary status, late hires, leaves of absence, separating employees, etc.) for the purpose of ensuring accuracy of records and employee payments.
- Responds to inquiries regarding payroll procedures (e.g. wage levies and garnishments, direct deposits, etc.) for the purpose of providing appropriate action and/or complying with established fiscal guidelines.
- Supports the Payroll Accountant in completing payroll operations for the purpose of ensuring the timely and accurate payroll generation.
- Responsible for time management in order to meet time restrictions and deadlines ensuring that all essential job responsibilities are completed accurately and on time.
- Maintains confidentiality to ensure that all pertinent information is protected and secure.



Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in payroll preparation, monitoring and control; payroll related accounting practices; labor contracts and their impact on payroll; and State Education Codes and other applicable County, State and Federal laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; manage stress to meet time restrictions and deadlines; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team with detailed information/data and frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing.

EXPERIENCE: Job related experience with increasing levels of responsibility is required.

EDUCATION: Job related education that meets organization's requirements.

EQUIVALENCY: None Specified



REQUIRED TESTING:
Pre-employment Proficiency Test

CERTIFICATES & LICENSES:
CPP preferred

FLSA STATUS:
Non Exempt

CONTINUING EDUCATION / TRAINING: Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Classified