

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### PAYROLL CLERK

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years related experience.
- (3) Computer proficiency.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of principles and practices of payroll, bookkeeping and accounting procedures. Ability to apply knowledge to work situations. Skill in preparing financial records. Ability to gather data and make judgments. Ability to communicate and work efficiently with District and school staff. Ability to understand written and oral communication. Ability to utilize technology to accomplish assigned tasks.

#### REPORTS TO:

Director, Finance

#### JOB GOAL

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

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- 1) Collect, compile and process necessary employee payroll information as assigned.
- 2) Process information and maintain records of payroll deduction items and balance the monthly payroll.
- 3) Maintain records of employee status assignments, rates of pay and payroll benefit and other deductions.
- 4) Coordinate payroll schedules and associated reports.
- 5) Verify employment and other income reports.
- 6) Prepare final salary certification on retirees and process other employee leave benefit requests.
- 7) Assist in compiling relevant payroll data for budget preparation and other District functions.
- 8) Perform data entry of required information for processing all payrolls.
- 9) Prepare and verify all required payroll data for transmission to Department of Education.
- 10) Disseminate payroll warrants to schools and departments if directed.
- 11) Assist in training school and District personnel in payroll procedures.
- 12) Perform clerical tasks related to payroll operation.
- 13) Perform other incidental tasks consistent with the goals and objectives of this position.
- 14) Provide training and backup for Fiscal Bookkeeper.
- 15) Ability to work in a constant state of alertness and safe manner.

**PAYROLL CLERK (Continued)**

**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.

**Job Description Supplement Code 6**

**Group 6 of the ESP Salary Schedule**

**DOE Job Code 75032**

**Revised Board Approval ~~04/11/2017 02/06/2022~~ 05/14/2024**