

Position: Payroll Clerk I	Position Number:
Department:	FSLA: Non-exempt
Reports to:	Salary Grade: 111

Summary

Performs clerical accounting and financial data entry and record keeping activities involving the preparation, processing and maintenance of the College's payroll.

Essential Duties and Responsibilities

- Performs clerical accounting duties involved in the processing of the payroll. Inputs and verifies payroll related computer input and output.
- Reviews timesheets and reconciles the totals and balances. Verifies completeness of data.
- Posts onto a computer-aided data entry format, payroll-related employee data in a timely and accurate manner. Verifies and processes necessary payroll deductions for benefits and related items. May audit payroll deductions and earnings registers for reasonableness and accuracy.
- Computes and interprets miscellaneous forms of compensation and deductions. Prepares calculations for special payroll checks, computes and prepares any necessary adjustments.
- May prepare payroll distributions for charging appropriate payroll costs to departments.
- May provide accounting data entry support to accounts payable, receivable, and general ledger.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires a basic working knowledge of the practices and terminology of payroll accounting practices, clerical and office procedures and methods, business mathematics and record keeping. Requires a working command of spreadsheet programs and in-depth procedural knowledge of the fiscal system. Requires a working knowledge of automated data-entry programs for storing accounting and payroll information to a relational database.

- **Abilities**

Requires demonstrated ability and dexterity to enter data onto standardized formats within computerized data base programs using keyboards, basic keyboarding or 10-key skills and calculators. Must be able to perform arithmetic operations quickly and accurately. Must

be able to analyze and interpret compensation policies and procedures.

- **Physical Abilities**

Requires sufficient hand coordination to use a keyboard for routine typing and advanced data entry, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment, visual acuity to recognize words and numbers, auditory ability to carry on conversations in person and over the phone.

- **Education and Experience**

Typically requires completion of a high school curriculum with emphasis in bookkeeping and a minimum 2 years experience in the maintenance of financial or statistical records. Additional education may be substituted for experience.

- **Licenses and Certificates**