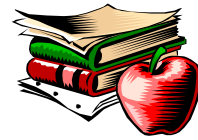




## JOB DESCRIPTION

**TULARE JOINT UNION HIGH SCHOOL DISTRICT**  
426 North Blackstone, Tulare, CA 93274



### **Payroll Clerk**

Revised 7/11

#### **DEFINITION**

Under the supervision of the Chief Business Officer, assist in the preparation and maintenance of district payroll and provide clerical support to business services; and other related duties as required.

#### **EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

- Assist payroll bookkeeper in preparation and maintenance of all District payroll. E
- Process and post time sheets for regular and substitute employees. E
- Provide confidential services to the Business department. E
- Maintain, process, and track employment forms including but not limited to earnings and EDD, or other agencies as requested. E
- Research and answer payroll related questions. E
- Maintain, process, and track employee vacation, sick leave, catastrophic leave, and other leaves, including monitoring for compliance with district policy. E
- Process voluntary deductions. E
- Maintain, process and track retiree insurance including quarterly invoices and premium collection. E
- Act as liaison between employee and insurance administrator regarding coverage changes. E
- Monitor District's tax-sheltered annuities for withholding limits and IRS compliance. E
- Provide backup clerical support for the business services department as assigned. E
- Write and print payroll reports, and other related reports. E
- Track payroll for step and column, and any other salary raises. E
- Assist in completing the yearly certificated salary document as assigned. E
- Keep a record of all employees and their current salary. E
- Provide salary information to other personnel as assigned. E
- Train employees interested in cross training if and when directed by supervisor. E
- Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **Education**

High School Diploma or equivalent

Courses in accounting and computer software such as Excel, Word, and Windows

##### **Experience**

One year of general clerical experience including the use of computer software related to payroll preparation

##### **Licenses and Other Requirements**

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

#### **KNOWLEDGE AND ABILITIES**

##### **Knowledge of**

- Standard office equipment.
- Microsoft Excel and Word software programs.
- Correct English usage, grammar, punctuation, and vocabulary.
- Math concepts. E
- Tax sheltered annuity compliance rules and regulations.
- General clerical skills.

- Payroll preparation programs.
- Record keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Public relations techniques.
- Oral and written communication skills.

#### **Ability to**

1. Perform routine clerical and payroll tasks with speed and accuracy with minimum supervision.
2. Communicate with employees and the public in a patient and professional manner.
3. Work cooperatively with others and independently as required.
4. Perform the tasks of this job description.
5. Write payroll reports.
6. Follow oral and written directions.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

#### **Environment**

- Indoor office environment subject to frequent interruptions; changing priorities from time to time.

#### **Physical Demands**

- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Reaching overhead, above the shoulders and horizontally to file and reach for documents.
- Clarity of vision at varying distances to be able to monitor payroll data and individual behavior and to operate a computer and other office equipment.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Lifting of objects with a strength factor of light work.