

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Payroll Clerk
Job Class Code: 7192, 8155
Pay Scale: per salary schedule

Reports to: Director of Finance
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Process payroll and related records for assigned major payrolls; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data.
- Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities.
- Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data.
- Maintain employee attendance records; verify and input individual sick leave and vacation allowances and usage; distribute related lists and notices as needed.
- Respond to questions or complaints from employees regarding pay, deductions, sick leave, vacation and other payroll information; answer phones.
- Receive, sort and distribute paychecks and warrants according to established procedures and guidelines.
- Prepare and maintain files of records and documents relating to work performed; prepare special reports as assigned.
- Type and file employee payroll data including the name, pay rate and related data; prepare and process a variety of documentation information and files for new employees.
- Calculate and prepare annual salary and budget projections for categorical programs as assigned.
- Process the payroll-related sections of various employment verification forms; verify salaries by phone in accordance with related laws and District policies and procedures.
- Operate standard office equipment including a computer terminal as required.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Any combination equivalent to high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Certification/Licensure: N/A

Experience: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.