

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PAYROLL CLERK

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of duties to assure that District employees are paid according to established guidelines and in a timely manner; process payroll records and monitor data related to employees.

REPRESENTATIVE DUTIES:

Receive and audit District time reports for classified and certificated employees; review, verify and tabulate hours worked and audit for compliance with payroll rules and contract language.

Prepare and maintain payroll control data; record account codes, input and process data to assure that employees are paid on time and in the correct amount.

Compute payroll deductions including retirement and withholding taxes; compute overtime compensation assuring proper authorization.

Review time sheets and yearly records to assure accuracy and completeness, avoid duplication of hours charged and verify proper authorizing signatures.

Prepare supplemental payrolls for employees that submit late time sheets and for other irregular or non-recurring payments.

Maintain detailed records and files related to warrants, sick leave and vacation hours, Social Security and employee status.

Maintain permanent records on employees regarding accumulation and use of sick leaves, vacation and other paid and unpaid leaves.

Prepare a variety of payroll-related reports; assure proper accounts are charged for payroll expense.

Provide information to employees concerning salaries, deductions and earned vacation and sick days.

Operate a variety of equipment including computer hardware, calculator, typewriter and copy machine.

Assist other personnel with preparing payroll records according to payroll procedures and contract and labor laws.

Audit personnel documents for proper salaries and classifications and determine retirement status of employees.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and practices of payroll record-keeping.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Applicable sections of the State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Oral and written communication skills.

ABILITY TO:

Perform responsible duties related to payroll record-keeping.

Learn quickly applicable sections of the current negotiated labor contracts, State Education Code and other applicable laws and systems.

Compile, organize, tabulate and file data.

Maintain detailed records for a variety of employee groups.

Prepare statistical and financial reports.

Add, subtract, multiply and divide quickly and accurately.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Type 30 words net per minute from clear copy.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.
Work confidentially with discretion.
Operate office machines including calculator, typewriter, computer hardware and copy machine.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in accounting or payroll and two years increasingly responsible financial or statistical record-keeping experience.

WORKING CONDITIONS:

District office environment.