



Mobile County PUBLIC SCHOOLS

Job Description Title – PAYROLL CLERK

SUPERVISED BY/REPORTS TO: Payroll Supervisor

FLSA Designation: Non-exempt

QUALIFICATIONS:

- Suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Good general health, clean in attire and appearance.
- Ability to be punctual and regular in attendance.
- Must be a high school graduate from a regionally accredited school.
- An associate's degree in accounting or another business-related field is preferred.
- Must have a minimum of five (5) years' experience in payroll/accounting.

REQUIRED LANGUAGE SKILLS:

Ability to read and interpret documents including safety rules, attendance instructions, and school and district procedure manuals. Ability to write routine reports and correspondence.

Must be able to communicate clearly with the public and employees, work well with others, adhere to confidentiality policies, and organize and maintain accurate records.

Ability to understand and follow oral and written instructions. Communicate effectively and clearly in both orally and in writing.

REQUIRED REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written or oral instructions.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

REQUIRED SKILLS:

Must have the ability to perform daily work involving written or numerical data, make arithmetic calculations, and operate standard office equipment including a ten-key calculator.

Must have knowledge of computer programs including Excel and Word and general accounting.

Requires a demonstrated ability to work with minimum supervision, follow instructions, and use independent judgment. Must have ability to work independently and contribute to a cohesive team.

Must be able to successfully manage multiple tasks, projects, and responsibilities while meeting strict deadlines.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Provides strong customer service for internal and external customers.
2. Assembles and coordinates payroll data input for production utilizing payroll software; Applies thorough knowledge of School Board Policies, Fair Labor Standards, and Federal Income Tax Laws.
3. Maintains employee compensation records, various reports, files, and department records of confidential personnel data as it relates to payroll,
4. Processes terminations, leave payout for retirees, and saved leave balances for employees (including vacation).
5. Is attentive to detail and enters data with consistent accuracy while working under pressure and stringent deadlines.
6. Changes salary deductions and employee status such as assigned workdays per year, projected vacation, sick and personal leave balances, step increments, overtime and extra duty pay, longevity pay, voluntary deductions, retroactive pay, sign on bonuses, and other changes as necessary.
7. Calculates and processes payroll adjustments for new and late starts; monitors sick leave and sick leave bank balances and notify appropriate departments and agencies if leave is exhausted.
8. Contact employees, supervisors, administrators, or others to resolve and explain payroll related issues; research, calculate, and maintain records of overpayments; review overpayments with employees and arrange repayment schedules; explain payroll adjustments, contract issues and related changes to employees and/or their representatives.
9. Responds to a high volume of inquiries including Human Resources, payroll and other issues.
10. Assists in training other payroll employees in specialized areas as needed.
11. Respects confidentiality of all financial and payroll records. Maintains appropriate confidentiality regarding school system/office matters. Ability to exercise extreme discretion.
12. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
13. Reports absences and takes leave in accordance with Board policies and procedures.
14. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
15. Works well with the supervisor and other members of the team.
16. Performs other duties assigned by supervisor or administrator.

OTHER REQUIRED SKILLS and ABILITIES:

- Ability to work in a friendly manner with co-workers and supervisor.

- Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee must hear and speak to exchange information. Regular use of the telephone is required.
- Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.
- The employee must sit for extended periods of time.
- Must have dexterity of hands and fingers to operate equipment such as a computer is required.
- The employee must have physical strength, agility, dexterity, acuity, reflexes; ability to grasp, push, pull, lift, and mobility to perform job responsibilities.
- The employee must occasionally lift and/or move up to 25 pounds such as boxes of materials or files.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ Employees in this position work in a relatively safe, secure and stable work environment.
- ✓ The employee must be able to meet deadlines with severe time constraints and interact with public and other workers.
- ✓ Ability and willingness to work in a demanding, and sometimes stressful environment

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Building Principal or his/her designee.

TERMS OF EMPLOYMENT

12-months (260 days) 8 hours per day. Daily work schedule will be determined by the Payroll Supervisor or his/her designee. Work schedules are subject to change. The At-Will Employee is subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.