

## **PAYROLL ACCOUNT CLERK**

**GENERAL STATEMENT OF DUTIES:** Performs highly responsible, difficult payroll related tasks which may be confidential in nature; work involves a high degree of judgment and accuracy; works under direct supervision; performs related work as required.

### **STATEMENT OF TASKS:**

Applies application of contract language as it pertains to payroll;  
Processes functions of collections, garnishments and deductions as related to payroll;  
May update systems for changes such as, contractual increases, tax updates, step-ups, longevity, splits and other changes;  
Assists in tracking financial, payroll and department information, researching discrepancies and preparing related reports as related to payroll;  
Calculates and generates manual checks when necessary;  
Disburses payroll reports to all departments;  
Performs all payroll duties assigned when necessary;  
Assists departments with Kronos and payroll related questions.


The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of payroll procedures including ability to understand and apply provisions of union contracts;  
Ability to make decisions in accordance with laws, ordinances, regulations, established policies and contractual provisions;  
Ability to maintain complex records and prepare reports from those records;  
Ability to perform work accurately and with good judgment;  
Ability to utilize personal computers and related software;  
Ability to attend work regularly and work under stressful conditions.

### **MINIMUM QUALIFICATIONS**

Two (2) years of payroll processing experience which included coding, reconciliation, processing garnishments or other withholdings within a payroll computerized system.

  
Human Resources Director

Established: February 5, 2018