

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Payroll Clerk
Job Description
January 2017

Reports to: Payroll Coordinator
Status: Nonexempt
Term: 226 Days

Primary Purpose:

Prepare payroll for the district, including related reports and deposits. Work under close supervision to ensure accurate and timely preparation of payroll records by following prescribed procedures and regulations.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of basic accounting procedures

Ability to maintain accurate and auditable records

Ability to use personal computer and software to create spreadsheets, databases, and do word processing

Proficiency in keyboarding and file maintenance

Ability to work with numbers in accurate and rapid manner to meet established deadlines

Ability to communicate effectively

Experience:

Two years payroll accounting experience

Major Responsibilities and Duties:

Payroll Accounting

1. Maintain district payroll registers, payroll check registers, employee payroll information, and other original documentation in an orderly and accurate manner.
2. Calculate employee wages, salaries, hours worked, overtime pay, and determine withholdings, deductions, and net pay.
3. Prepare paychecks and maintain employee payroll history.
4. Balance payroll earnings and deductions; make related transfers of funds and deposits.

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5. Receive and audit time sheets for all district employees.

Data Entry

6. Prepare and submit payroll reports and forms including those required by Internal Revenue Service, Texas Workforce Commission, Texas Retirement System, Federal Insurance Contributors' Act (FICA), Medicare, and Workers' Compensation Commission.
7. Prepare and post all payroll changes including payroll deductions, salary changes, termination, and new employee information.

Records and Reports

8. Maintain physical and computerized files including payroll records, absent-from-duty reports, and service records.

Other

9. Communicate with human resource department, campus secretaries, and employees to ensure accuracy of information reported; resolve payroll problems and inquiries.
10. Respond to requests from financial institutions regarding verification of employment.
11. Maintain confidentiality of information.

Supervisory Responsibilities:

None.

Equipment Used:

Copier, calculator, personal computer, printer, and shredder.

Working Conditions:

Mental Demands/Physical Demands/Environmental Demands:

Work with frequent interruptions to meet established deadline. Repetitive hand motions; prolonged use of computer.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____