



Pickens County Schools

Job Descriptions

PAYROLL CLERK

Title/Position: Payroll Clerk

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 240 Days, 8 hours/day

Salary: Classified Salary Schedule Grade H (Starting pay \$19.25/hour)

Reports to: Chief Financial Officer

Qualifications: As determined by local needs

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Print payroll checks, direct deposit vouchers, payroll reports and registers.
- Enter, edit and post voided payroll checks.
- Enter payroll changes on all existing employees.
- Establish and maintain employee payroll files.
- Establish and maintain employee files for garnishments, levies, bankruptcies, and child support recovery.
- Calculate, enter, edit, and post general exceptions to payroll including payments for stipends, after-school programs, school food service, field trips, and extended hours.
- Print and verify payroll proof.
- Calculate and enter salary adjustments for prorated pay.
- Transmit direct deposits and deduction wire transfers by required deadlines.
- Prepare payroll checks for distribution.
- Update employee earnings history.
- Transmit federal, state tax and teacher retirement payments electronically.
- Update leave accruals and provide assistance to time and attendance users.
- Prepare and transmit monthly retirement reports (TRS and PSERS).
- Prepare monthly reports and mail checks for dues, garnishments, levies, bankruptcies, and child support recoveries.
- Prepare Employer's Quarterly tax and Wage Report (Form 941) and (G7) quarterly report of state taxes.
- Prepare Employer's Quarterly Tax and Wage Report (Form DOL -4) for unemployment taxes plus the multiple worksite report (Form DOL -4A)
- Print, proof, verify and edit W-2 information on an annual basis and transmit W2 files.
- Communicate with all employees concerning payroll questions.
- Process withdrawals to TRS and/or PSER for non-active employees.
- Maintain and updates tax tables and bank codes.

- Provide support and information to appropriate external agencies, including the Georgia Department of Audits.
- Create and distribute payroll calendar.
- Complete employee verifications for financial institutions.
- Distribute retirement statements.
- Attend various meetings and workshops with other school administration personnel to keep abreast of current issues in education related to payroll and leave accounting.
- Maintain required confidentiality
- Adhere to all safety requirements.
- Demonstrate prompt and regular attendance.
- Perform other duties and responsibilities as assigned.

REQUIREMENTS

- Ability to effectively use systems, processes and procedures in high volume payroll systems.
- Ability to process payroll transactions accurately while meeting constant deadlines.
- Ability to document payroll procedures and processes as required.
- Ability to maintain standards for check processing in a public education environment.
- Ability to understand and follow federal and state tax and retirement laws and regulations.
- Ability to effectively utilize computer spreadsheet, database, and mainframe accounting applications in a Windows environment.
- Ability to use personal computers and related software applications.
- Ability to understand and adopt new computer processing techniques and programs.
- Ability to read, analyze and interpret common professional journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from staff members and regulatory agencies, or members of the community.
- Ability to present information effectively with parents, students, system personnel and school officials clearly and concisely both in oral and written form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to establish and maintain effective working relationships with staff and the community.
- Ability to perform duties with awareness of and adherence to all district requirements, policies and procedures.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.