JOB DESCRIPTION

JOB TITLE: REPORTS TO: WORKS WITH:		Payroll Clerk Accounting Supervisor District Personnel	LOCATION: PAY GRADE: WAGE/HOUR:	Business Office 6 Non-exempt	
I.		ROLE AND PURPOSE: Assist in all payroll department functions.			
II.	QUALIFICATIONS:				
	A.	cal school preferred			
	B. Special Knowledge/Skills: Proficient in computer skills, ten (10)key calculator and typing				
	C.	Minimum Experience: Three to five years payroll experien	nce preferred		
III.	MAJOR RESPONSIBILITIES AND DUTIES:				
	1.	1. Assist in preparation of all payrolls			
2. Assist in preparation of all payroll reports					
	3.	Assist with all employee payroll data records, i.e. hours, date of employment, W-2 forms, sick leave, hours worked per week, etc.			
	4. Perform other related duties and functions as assigned by the Senior Payroll Clerk Accounting Supervisor and/or Business Manager.			d by the Senior Payroll Clerk,	
Approved by:		Date:Ro	eviewed by	Date:	