

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Payroll Clerk	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: Payroll Supervisor / Business Manager
EDUCATION:	AA in Accounting preferred High School Diploma or GED Equivalent	FLSA Status: Non-Exempt
LENGTH OF WORK YEAR:	Hours and days as specified on posting	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB DESCRIPTION:	<p>Associates in Accounting or 3 years of payroll experience is preferred. The work of this class involves processing payroll transactions for the purpose of updating and correcting employee records and issuing paychecks, answering and responding to phone and e-mail inquiries regarding payroll and insurance. Employee receives time and attendance reports, transaction notices and reports and requests for changes. Employee updates, edits and corrects payroll data files.</p> <p>Under general supervision, facilitates the preparation and processing of payrolls. Using a variety of data sources and reports, edits payroll data files to assure accurate processing of teacher, substitute, extra-curricular and other payrolls, and to research and correct payroll problems. Works with accounting and other offices to instruct operating personnel in new payroll procedures and their implementation. The work requires an understanding of how payrolls are produced and of the actions that impact them. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheet.</p>	

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Administers payroll practices utilizing diverse procedures and program requirements for the purpose of ensuring compliance with established guidelines.
2. Responds to inquiries and write correspondence and answers payroll-related questions
3. Coordinates payroll activities for the purpose of ensuring timely and accurate payroll processes
4. Maintains a variety of payroll information files and records (e.g. labor contracts, eligibility policies, time cards, deduction cards, benefits, retirement information, payroll authorizations, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
5. Monitors assigned payroll activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
6. Oversees a variety of processes (e.g. timesheet input, reconciliations; insurance payments) for the purpose of compliance within district, state, and federal mandates.
7. Assists in preparing reports as requested for bargaining salary calculations and salary schedules.
8. Processes payroll information (e.g. hourly time sheets, withholding information, contracts, verifications of employment, payroll authorizations, benefits, etc.) for the purpose of updating information.
9. Researches discrepancies of payroll information and/or documentation (e.g. contract information, W-4 forms, timesheets, leave time, unemployment eligibility, direct deposit requirements, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
10. Process unemployment, COBRA/LTD and other benefits for termed employees.
11. Regular attendance is an essential function of this position.
12. Additional duties as assigned by Payroll Supervisor or Administrator.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: No more than 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: No more than 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: No more than 75 lbs.					
Distance: <u>300</u> ft. Type of Surface: (i.e. level, carpet, tile): <u>carpet/tile</u>					

ENVIRONMENT (WORK CONDITIONS)	
Works Inside <u>100</u> % of the time	/ Works Outside <u>0</u> % of the time.
Temperature Extremes: No	
Works on or around moving machinery or mechanical parts: No	

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				X	
Twist				X	
Crouch/Squat				X	
Kneel		X			
Crawl	X				
Walk-Level Surface				X	
Walk-Uneven Surface			X		

Climb Steps			X		
Climb Ladder		X			
Work at Heights		X			
Reach at or Above Shoulder				X	
Reach Below Shoulder				X	
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot Controls		X			

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting					X	7 hours	8 hours
Standing				X		.5 hours	8 hours
Walking				X		.5 hours	8 hours
Change Positions				X			

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Print Employee Name Employee Signature Date

Employer Representative (Immediate Supervisor):

Print Name Title Signature Date

Prepared by: Personnel Director - Mark Greif

In the event of an on the job injury:

<i>For physician to complete:</i>	
Is this job appropriate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Release: _____
If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____	
_____ Physician's Signature	_____ Date