

PAYROLL CLERK

DEFINITION

Under the supervision of the assigned supervisor/manager, perform clerical work involving preparation and maintenance of District payrolls and related retirement records.

TYPICAL DUTIES

Perform clerical duties in support of classified and certificated payrolls, assuring compliance with federal, state, and District policies, procedures, and regulations; prepare payroll reports and maintain data necessary for the preparation of payrolls, assuring timelines are met; enter and retrieve data; review data for accuracy and completeness and reconcile discrepancies; explain payroll policies and computations to employees; balance vendor payments for employee payroll deductions; verify recorded balances, entries, calculations and postings; audit payroll reports; distribute payroll warrants; prepare, issue, and cancel check related requests for external organizations and employees; set up and maintain employee and garnishment information files; compose correspondence, memoranda, reports, and other material involving technical requests and general information; research projects as assigned; and compile a variety of statistical data. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Two years of experience related to the duties of the position; **OR**, one year of experience in Los Rios Community College District as an Account Clerk I.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

KNOWLEDGE OF

General and governmental accounting, bookkeeping, and budget principles; methods and practices of financial and statistical record keeping using computerized systems and applications related to financial recordkeeping; applicable federal, state, local laws, policies, and regulations; modern office practices, procedures and equipment; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations and interrelationships, including arithmetic at the level required to effectively perform the duties of the position.

ABILITY TO

Perform the essential functions of the position; input data with speed and accuracy as required to effectively perform the duties of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty, and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and time lines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform

mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.