

**Job Title: PAYROLL CLERK IV**

**Definition:**

Reports to the Payroll Lead and the Director of Budget and Finance, performing a variety of complex payroll, accounting and record-keeping functions of a highly sensitive nature.

**Distinguishing Characteristics:**

This classification is distinguished from other clerical positions in that it requires a high degree of expertise in payroll functions in general with specific knowledge of school district functions in particular.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Receives proper forms from Human Resources Department, managers, supervisors, and other appropriate personnel authorizing payroll actions. These include hiring, terminating, pay level and payroll changes, voluntary deductions, retirement processing, permanent record-keeping and proper reconciliation of payroll accounting records.
2. All functions relating to the production of payroll, including normal payrolls, supplemental payrolls and retroactive payroll adjustments.
3. Uses in-house time and attendance system to capture time for employees and transfers information to LACOE HRS system in order to pay employees.
4. Maintain computer database in LACOE Human Resources System, including creation and maintenance of salary schedules and other tables necessary for the functioning of the system. Maintain skills through on-going training provided by LACOE and other agencies.
5. Reconciliation of deduction registers preparing B-warrants for payment of all deductions and contributions, keeping accurate records both in the HRS computer system and in-house systems. Prepare invoices for reimbursement of payroll costs, including, but not limited to costs associated with the reimbursement of cafeteria personnel. Prepare government reports of a highly complex nature, providing accurate information to government entities on a regular basis. Maintain records to assist Payroll Lead in the preparation of quarterly taxes.
6. Attendance accounting (manual and computer records) for all employees, including annual statements to those who do not have access via computer and on-going reporting to employees and supervisors upon request. Maintaining cumulative accounting of hours for retirement reporting and searching archived attendance records upon request of various agencies.
7. Create, distribute or maintain forms required by sites including, but not limited to: payroll calendars, time sheets, direct deposit forms, employee lists, site assignment lists, listing sheets for distributions requiring signature verification such as pay warrants and W-2s, absence reporting, pay verifications, other forms or reports as requested.
8. Prepares budget projections of salaries and fringe benefits within proper classifications.
9. Processes workers' compensation reimbursements through the payroll system..
10. Assists in the maintenance of position control system.
11. Filing paperwork in the physical files and the maintenance of employee records as well as the searching of records for PERS and other reports. Obtaining and maintaining the appropriate paperwork required for tax-sheltered annuities. Preserving the permanent records, preparing

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files for microfilm or CD scanning, provide verified copies of records and maintaining all time sheets, or other records of time, listing sheets, absence reports and other forms for the requisite number of years. Provide the proper disposal of out-of-date records.

12. Cover the job duties of the other employees in the payroll office, including the Payroll Lead, during periods of absence. Share responsibilities during periods of unusual activities such as production of retro pay.
13. Perform other related duties as assigned.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Proper accounting procedures especially pertaining to payroll
- Operations of a computer and ten-key calculator
- Specific knowledge of spreadsheet applications and database management
- Internal Revenue Service and Franchise Tax Board regulations
- Education Code and labor code pertaining to pay, overtime, and attendance
- Employee contracts and other regulations

**Skill and Ability to:**

- Maintain professional confidentiality
- Communicate orally and in writing with use of correct grammar, spelling, and punctuation
- Keyboard neatly and accurately at least 35 wpm
- Work in a positive cooperative mode with fellow workers, departments and supervisors

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and college or business school courses in accounting, data processing, and other office procedures. At least three years of accounting/payroll experience required. School district payroll experience desired but not required.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp/ manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds.
- Perform work which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to work a flex schedule and/or overtime depending on payroll cutoffs and paydays that conflict with LACOE holiday schedule.
- May be required to take and pass physical examination.

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- Will be required to have a live scan fingerprinting completed and cleared prior to beginning work.

Range: 35

**PHYSICAL REQUIREMENT INFORMATION**

<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking		X	
Bending (neck)			X
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

		<b>Lifting</b>			<b>Carrying</b>	
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise	X		
Interpret Data			X
Organize			X
Write			X
Plan			X
Multi-Task			X

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<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer			X
FAX Machine	X		
Radio	X		