

POSITION: PAYROLL CLERK
DEPARTMENT: ROBERT J. KINSEY YOUTH CENTER
WORK SCHEDULE: M-F 8-4
JOB CATEGORY: COMOT-CLERICAL

DATE WRITTEN: 06/28/04
DATE REVISED: 02/01/2016

STATUS: Full-time
FLSA STATUS: Non-Exempt

Responsible for the financial transactions and daily record keeping for the Youth Center regarding payroll and its various functions. Perform all payroll functions for the hourly and salaried employees of the second largest County Department.

DUTIES:

Provide clerical support to the Administrative Assistant;
Answering telephone calls, transferring calls, and taking telephone messages for staff;
Responsible for daily financial transactions of the Youth Center regarding payroll;
Maintains employee permanent records as required by the State Board of Accounts;
Maintains personnel files and employee training records;
Process employee background checks as required by licensing agencies;
Manage TimeForce time clock system;
Weekly preparation of payroll for all hourly and salaried employees as prescribed by the State Board of Accounts;
Maintain filing system as directed by the Administrative Assistant
Receive payment of fees.

SKILLS:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers and the general public.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volumes. Ability to apply concepts of basic algebra and geometry.

EDUCATION AND EXPERIENCE:

High school diploma or general education degree (GED), or one to three months related experience and/or training; equivalent combination of education and experience. Valid drivers license; formalized training in business, accounting, and/or bookkeeping practices. Experience in record keeping,

preparation of financial statements. Good written and oral communication skills; proficient skills in typing, operation of standard office machines and ability to operate a computerized record keeping system as developed. Must be familiar with computer hardware systems and understand their interactions, proficient on ten key calculator.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, and talk or hear. The employee is frequently required to stand, walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

Duties are performed mostly in a standard office environment with moderate noise levels.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
YES____ NO____

Applicant/Employee signature

Date