

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNT/PAYROLL CLERK

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform complex and advanced clerical accounting duties related to the preparation of such matters as financial statements or District payroll; assign, review and lead the work of other account/payroll clerks as assigned.

REPRESENTATIVE DUTIES:

Perform complex and advanced-level clerical accounting duties in support of District programs and services; process or prepare more complex or technical financial accounting documents, including payments, reports and special projects. **E**

Process payroll and related records for an assigned major payroll; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data. **E**

Monitor changes in payroll-related data; record changes, corrections or adjustments as necessary; prepare the classified or certificated payroll in accordance with established schedules and pertinent collective bargaining agreements. **E**

Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data. **E**

Assign, review and lead the work of other account clerks as assigned; answer and provide assistance with more technical questions and procedures. **E**

Respond to questions or complaints from vendors, District administrators, food service personnel or employees regarding issues related to pay, benefits, payments, balances, charges, inventories and other information; answer phones. **E**

Perform financial record-keeping for District food service operations; maintain computerized records of accounts receivable, payable and cash sales. **E**

Produce a variety of periodic and annual financial statements, reports, reimbursements and claims; maintain journals and ledgers, charging proper accounts. **E**

Communicate with State and County Office personnel, benefits carriers, financial institutions and others concerning payments and financial reporting issues. **E**

Calculate and prepare annual salary and benefit projections for current-year cost projections; provide salary and benefit data in the budget development process. **E**

Maintain records of revolving cash funds and petty cash funds use; issue checks as required to reimburse accounts; balance and reconcile accounts, verifying proper and authorized use of designated funds. **E**

Process the payroll-related sections of various employment verification forms; verify employment by phone in accordance with related laws and District policies and procedures. **E**

Maintain employee attendance records; verify and input individual sick leave and vacation allowances, usage and payoffs; distribute related lists and notices as needed. **E**

Prepare and maintain a variety of files, records, documents and lists relating to food service, certificated and classified payroll or other assigned area; prepare special reports as assigned. **E**

Receive, sort and distribute paychecks and warrants according to established procedures and guidelines; prepare and issue warrants as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced clerical accounting principles and techniques involved in financial record-keeping, monitoring and control.

Preparation, maintenance, verification and processing of payroll records.

Estimating, projecting and extending financial and statistical data.

Preparation of financial statements and comprehensive accounting reports.

Applicable sections of State Education Code and other applicable laws, rules and regulations.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Operation of a computer work station and other office equipment.

Tax withholding, voluntary deductions, garnishments and fringe benefits.

Basic math.

ABILITY TO:

Perform complex and advanced-level accounting duties in the maintenance of assigned accounts.

Prepare, verify, process and control an assigned major payroll.

Perform responsible record-keeping duties with a high degree of skill and accuracy.

Verify, balance and adjust accounts.

Process and record accounting transactions accurately.

Prepare financial statements, profit and loss statements and other technical financial reporting documents.

Learn, interpret, apply and explain rules, regulations, policies and procedures related to school district payrolls, utility payments and food service accounting.

Operate office machines including computer work station, accounting software and peripherals.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Complete work with many interruptions.

Type at an acceptable rate of speed.

Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in financial record-keeping and three years of increasingly responsible financial record-keeping, payroll, accounts payable, accounts receivable experience including automated record-keeping systems.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to constant interruptions.

PHYSICAL ABILITIES:

Bending, pushing, moving, and lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate office equipment, seeing to read, post and assure the accuracy of figures, records, and documents, and hearing and speaking to exchange information.