



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Payroll Clerk I
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Supervisor

Position Summary:

The Payroll Clerk I performs the duties required to receive, process, review payroll information for all school district employees at a bi-weekly basis.

Essential Functions:

- Review payroll data received from various locations for accuracy, completeness, and appropriateness.
- Make corrections to payroll data in the payroll system or contact the submitting payroll location to have the necessary corrections made.
- Receive research and answer verbal and written inquiries from employees, the retirement office and others regarding system entry, payroll information, deductions, taxes, sick time balances, vacation balances and other related items.
- Write up payroll concern forms for inquiries requiring additional research or situations needing resolution.
- Enter payroll related information, such as deductions, absences, address and dependent changes, into the automated payroll system.
- Receive, check for system entry and file leave of absence notices. Contact payroll location for correction if system entry has not occurred.
- Verify reports and checks for proper dollar amounts forward for additional processing.
- Perform general office functions such as answering the telephone, filing, copying, shredding, and opening and sorting mail.
- Perform related duties or special projects as assigned.

Experience:

- Requires a minimum of one year of experience processing payroll using an automated system in order to gain sufficient knowledge to perform the requirements of the position.

Education:

- Requires an Associate Degree in Accounting or a related field or equivalent capabilities.

Knowledge, Skills, and Abilities:

- Ability to interpret instructions furnished in written or oral form.
- Ability to effectively work and interact with others.
- Ability to make a variety of mathematical calculations.
- Ability to work with a large volume of numeric data at a time.
- Good verbal communication skills.



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Physical Requirements:

- Sitting, walking, reaching, and talking.
- Clarity of vision at 20 inches or less.
- Sedentary work - exert a negligible amount of force continuously and/or up to 5 pounds of force frequently and/or up to 25 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date

_____	_____
Human Resources	Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.