

DELANO UNION SCHOOL DISTRICT

PAYROLL CLERK

Brief Description of Job

Performs all payroll functions related to payroll.

Administrative Relationship

Works under the direction of the Assistant Superintendent of Business.

Major Duties and Responsibilities

Performs all payroll duties for certificated and classified payrolls. Complete knowledge of tax shelter annuities, payroll deductions, absence tracking, and collection for jury duty monies. Also, performs all related duties as required by law, such as deposits for federal and state taxes and employment verification/correspondence.

Qualifications

Complete knowledge of the methods, practice, and terminology required for the accurate completion of payroll and all related functions. Must be able to operate District/County computers and office equipment. Maintain cooperative working relationship with those contracted in the course of his/her work.

Experience

Must have a minimum of two years experience in payroll and/or maintaining financial or statistical records.

Education

High school graduate or equivalent. Must pass all District administered test as required.