

## **Killeen Independent School District Job Description**

**Job Title:** Payroll Clerk  
**Department:** Business Services  
**Reports To:** Payroll Coordinator  
**FLSA Status:** Non-exempt

### **SUMMARY**

Compiles payroll data to maintain payroll records by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Reviews W-4 and direct deposit forms to ensure forms are filled out accurately. Inputs information into computer database.

Types wage verifications, checks, paychecks, housing assistance and WIC forms, memos and other records.

Files documents and appropriate forms alphabetically and numerically.

Greets employees and answers questions employees may have.

Answers telephones and callers questions, or directs callers to appropriate individuals or departments.

Compiles payroll data such as hours worked, leave used, supplemental pay, and comp charges from time cards and other records.

Reviews TRS forms for completeness, inputs information into computer database, and sends forms to appropriate agency.

Prepares computer input forms, enters data into computer files, computes wages and deductions, and posts to payroll records.

Reviews wages computed and corrects errors to ensure accuracy of payroll.

Records changes affecting net wages such as exemptions for each employee to update master payroll records.

Records data concerning transfer of employees between departments.

Performs other such tasks that may be assigned by Payroll Coordinator.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the

Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Must possess a high school diploma or hold a general education degree (GED) certificate and general clerical/secretarial experience.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from employees and the general public.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:** 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.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**OTHER QUALIFICATIONS:** Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum of 7,000 kpm with 7 errors or less.

**Prepared By:** Joyce Walker, Auxiliary Staffing Specialist  
**Prepared Date:** October 12, 1998  
**Revised By:** Frank Crayton, Director for Auxiliary Personnel  
**Revised Date:** August 6, 2012

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.