

## **Payroll Assistant**

### **Purpose Statement**

The job of Payroll Assistant is done for the purpose/s of providing support to the payroll process with specific responsibility for processing of payroll information in accordance with established practices and procedures; reviewing source documents and preparing preliminary and final reports; and responding to employee questions relating to payroll processes.

This job reports to the Payroll Coordinator

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### **Essential Functions**

- Assists auditors for the purpose of providing requested supporting documentation required for audit.
- Assists with preparing reports (e.g. quarterly state and federal payroll taxes, state labor reports, gross to net calculations, etc.) for the purpose of providing written support and/or conveying information.
- Collects payroll information related to work assignments (e.g. sub pay, vendors, carriers, etc.) for the purpose of providing required documentation and/or processing information.
- Distributes payroll and other documents for the purpose of providing documents in a timely manner.
- Interacts with multiple computerized systems for the purpose of for the purpose of maintaining accurate payroll, time and attendance, and retirement information.
- Maintains payroll information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs general and program specific clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting departmental activities.
- Processes payroll related data (e.g. time sheets, withholding information, etc.) for the purpose of updating information and/or complying with established payroll practices.
- Researches discrepancies of payroll data (e.g. time sheets, leave time, unemployment eligibility, direct deposit requirements, salary schedule placement status, PSRS/PEERS, benefit eligibility, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Responds to written and verbal inquiries for the purpose of providing information and/or direction.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; interacting extensively with multiple computer systems, maintaining high level of accuracy and attention to detail, operating standard office equipment; performing standard bookkeeping/accounting procedures; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and payroll processing; above average technology skills, business telephone etiquette; codes/laws/rules/regulations/policies; and office application software.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: work at a computer using multiple systems for extended periods of time, communicating with diverse groups verbally, by telephone, using email, in writing, and by presenting to groups; meeting deadlines and schedules; maintaining confidentiality; working with constant interruptions; working with detailed information/data; and working as part of a team.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Job-Related Skills Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range