



BOARD APPROVED  
09.01.2020  
YAZOO COUNTY SCHOOLS

**YAZOO COUNTY SCHOOL DISTRICT**  
**Payroll Clerk**  
**JOB DESCRIPTION**

**POSITION TITLE:** Payroll Clerk

**TITLE of SUPERVISOR:** Chief Financial Officer

**SALARY:** Salary is reflective of the Yazoo County School District Salary Schedule.

**QUALIFICATIONS:** (1) High School Diploma or Equivalent;  
(2) Competent Math Skills; and  
(3) Competency in the Use of the Marathon Software Package.

**GENERAL DUTIES AND RESPONSIBILITIES:**

- (1) Maintains payroll information by collecting, calculating, and entering data;
- (2) Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers;
- (3) Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages;
- (4) Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments;
- (5) Resolves payroll discrepancies by collecting and analyzing information;
- (6) Provides payroll information by answering questions and requests from employees;
- (7) Maintains employee confidentiality and protects payroll operations by keeping information private;
- (8) Contributes to team effort by accomplishing related results as needed in terms of payroll and personnel record-keeping;
- (9) Provides technical expertise and responds to questions, concerns, or complaints from employees related to interpretation of laws, rules, and regulations, and contracts governing district payrolls;
- (10) Communicates and works with district departments and personnel to obtain and provide information, resolve discrepancies, and correct any possible payroll issues or errors;

(11) Prepares, processes, and records specialized payroll and benefits transactions related to workers' compensation, PERS contributions, retro-active pay, and other related services;

(12) Assists all active and retired employees in their private payroll matters;

(13) Prepares and processes payrolls for retirement incentive, unused health leave, and unused vacation payments;

(14) Prepares and balances all payroll batches to be run;

(15) Coordinates the preparation, distribution, and reporting process for all payrolls;

(16) Processes all payroll changes and updates to employee pay rosters related to individual employee requirements for accurate reporting;

(17) Assists in the management of processing payrolls and withholding utilizing network application programs – specifically the Marathon software package;

(18) Gathers, processes, and reviews documents requested in legal subpoenas regarding employee wages and health benefits, including retrieving payroll wages since date of hire, dates of absences, reason for each absence, garnishments and child support, and submit to the proper court and/or attorney;

(19) Maintains all records and organization of monthly payrolls and insurance bank reconciliations;

(20) Maintains accurate information concerning stop payments and manually written payroll checks for auditing purposes;

(21) Prepares and keys in all requests for annuity deductions to individual employee pay rosters ensuring they meet federal procedures and guidelines;

(22) Maintains paperwork and verification records for previous employees to include paid wages, employment dates, retirement contributions, etc.;

(23) Prepares and keys in all annual earned vacation for 12 month employees;

(24) Monitors all leave keyed-in for employees from building locations to ensure accuracy of leave and correct payment of the corresponding substitute;

(25) Posts all leave keyed in at building locations on a weekly basis;

(26) Maintains monthly, quarterly, and annual district absentee reports for accuracy and posting;

(27) Assists in preparation and management of the district's 125 Cafeteria Compensation Plan;

(28) Prepares required documents to implement benefit programs and maintains permanent employee records for district-related benefit programs;

(29) Processes enrollment and change forms in a timely manner with each benefit provider;

(30) Prepares, processes, and maintains a reconciliation of health insurance payments from retirees;

(31) Prepares and processes insurance continuation letters for employees retiring or resigning from the district;

(32) Ensures all life insurance enrollment forms are complete and accurate, and then files with the insurance company in a timely manner;

(33) Serves as point-of-contact to employees with questions related to the Public School Retirement System (PERS);

(34) Fingerprints new prospective employees for a clearance of a background check;

(35) Serves as Notary Public to the district and all employees;

(36) Maintains a commitment to on-going professional development;

(37) Maintains records of individual earnings, deductions and related data; process retirements and terminations as appropriate and verifies documents for proper account codes, pay rates and related data;

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- (38) Prepares and maintains files of records and documents relating to work performed;
- (39) Types and files employee payroll data including the name, pay rate and related data;
- (40) Prepares and processes a variety of documentation information and files for new employees;
- (41) Processes the payroll-related sections of various employment verification forms;
- (42) Verifies salaries by phone in accordance with related laws and District policies and procedures;
- (43) Operates standard office equipment including a computer as required; and
- (44) Performs other related duties as assigned.

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**COMPETENCY IN SKILLS AND PRACTICE:**

- (1) Analyzing Information;
- (2) Data Entry Skills;
- (3) Attention to Detail;
- (4) Confidentiality;
- (5) Thoroughness;
- (6) General Math Skills;
- (7) Financial Software;
- (8) Reporting Skills;
- (9) Verbal Communication Skills;
- (10) Organizational skills;
- (11) Possess excellent interpersonal skills;
- (12) Exhibits professionalism and commitment through punctuality and attendance; and
- (13) Participates and performs in other duties as assigned by Yazoo County School District.