

# JOB DESCRIPTION

**Job Title** Senior Payroll Clerk  
**Reports to** Payroll Manager  
**Dept/School** Financial Services

**Job Title Code** 416720  
**Wage/Hour Status** Non-Exempt  
**Pay Grade** 307  
**Date Revised** January 28, 2025

## Primary Purpose

Assist with District payroll related activities to ensure timely and accurate employee compensation.

## Education/Certification

- High School Diploma/GED or higher education from an accredited institution of higher education

## Special Knowledge/Skills

- Ability to use computer and data entry processing
- Strong organization, communication and interpersonal skills
- Knowledge of general accounting principles
- Demonstrate ability to communicate with general public and district employees

## Experience

- Three (3) years related experience

## Major Responsibilities and Duties

1. Exercise judgment based on knowledge and experience to plan detail of the work and prioritize tasks to accomplish work objectives.
2. Work under general or specific direction and perform assigned duties with considerable independence as to work methods and priority of assignments.
3. Interact with District employees to address and resolve payroll related questions and issues.
4. Review, tabulate, and post statistical and numerical data to records.
5. Ability to use personal computer and business software (i.e. Word, Excel, Access) for word processing and to develop spreadsheets and databases.
6. Examine and code timecards with approved pay rates and assignments.
7. Maintain leave balances for district employees.
8. Assist with the compilation of payroll.
9. Balance pre-payroll and actual payroll processing reports.
10. Responsible for validation of data submitted to payroll for processing.
11. Calculate paycheck amounts and assign check dates for personnel changes.
12. Verify system changes to employee pay, leave and assignment dates.
13. Maintain responsibility for accuracy of payroll.
14. Maintain responsibility for meeting scheduled completion of cut-off dates for payroll.
15. Place stop payments on lost, misplaced, or stolen payroll checks.
16. Maintain an optimal level of accuracy to ensure compliance with established policies and procedures.
17. Compile TRS retiree information for employees and prepare TRS form submissions.
18. Perform other duties as assigned by supervisor.

## Supervisory Responsibilities

None

## Physical and Mental Job Requirements

## Mental Demands/Physical Demands/Environmental Factors

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- Maintain emotional control under stress, work with frequent interruptions. Occasional prolonged and irregular hours. Prolonged use of computer, repetitive hand motions.

## Terms of Employment

221 days; salary to be established by Board of Trustees

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

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.