

## **CITY OF FONTANA PAYROLL CLERK**

**DEFINITION:** Under direct supervision, performs a variety of clerical accounting duties involving payroll record keeping; and provides staff assistance to departments and city staff.

**EXAMPLES OF DUTIES:** The Payroll Clerk is the entry level class in the career ladder. Incumbents perform work under close supervision and are assigned the more routine payroll functions. Incumbent receives direct supervision from higher level supervisory staff.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Assist in the review of time sheet records submitted by all departments to ensure conformance with City policies and procedures.
- Assist in processing check register and reconciliation and balancing of payroll.
- Understand, interpret and apply the fundamental principles of accounting.
- Assist in the input of hours worked, verifies employee pay changes and computer file data.
- Reviews and edits documents, corrects errors and assists in balancing payroll for each pay period.
- Assist in the calculations and processing of retroactive payments, wage assignments, retirements, deferred compensation, and leave payout.
- Compile routine reports related to payroll activity.
- Maintain personal leave records for all employees.
- Adjust and correct computer file records.
- Perform other accounting assignments, such as preparation of spreadsheets relating to payroll.
- Operate a computer terminal, calculator and other required office equipment.
- Maintain a variety of financial records and files.
- Perform varied clerical work.
- Accurately count, record and balance assigned transactions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Employee must perform any other tasks deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED BY THE EMPLOYER.**

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Principles and practices of financial and payroll record keeping.
- Modern office procedures, methods and computer equipment.
- Pertinent Federal, State and local laws, codes and regulations.

**Experience:** One year of technical accounting and payroll experience.

**Education:** Equivalent to the completion of the twelfth grade supplemented by college level course work in accounting.