

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Payroll Clerk	FLSA status:	Non-Exempt
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DEPARTMENT:	Business Office	REPORTS TO:	Director of Administrative Services
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Position summary: Under direct supervision, this position administers and performs operations of the payroll department involved in the processing of time and earnings records of all college employees, resulting in the biweekly and monthly distribution of payroll deposits. Prepares various reports related to payroll processing.

Position responsibilities:

- Performs duties associated with the overall management and processing of the institutions payroll function.
- Prepares payroll data for input and enters into POISE system.
- Prepares payroll reports for each payroll processed.
- Works closely with the institutions depository bank in relation to direct deposit transactions.
- Assists the Director in bringing new employees on the payroll.
- Responsible for the tracking of employee time off reports and maintains accumulated time off hours.
- Processes incoming and outgoing mail for the department.
- Scans payroll documents into Docubase imaging system.
- Responsible for college vehicle reservations including rental and bus usages.
- Assists cashier at window during peak registration times, and at other times when needed.
- Performs miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- 3 to 5 years experience directly related to the duties and responsibilities specified.
- Associate's degree preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.