



## PAYROLL CLERK - TRANSPORTATION



### Job Overview

The job of Payroll Clerk – Transportation was established for the purpose(s) of providing support to the Transportation and Payroll Departments by compiling and ensuring the accuracy of timesheets for bus drivers. This role also provides timely and accurate pay information to bus drivers.

This job reports to the Transportation Director and works closely with the Central Office Payroll Department.

---

### Job Functions

- Compiles payroll data from a variety of sources (e.g., timesheets/payroll, field trips, timeclock, leave forms and dispatch logs) for the purpose of providing summaries to other personnel, and/or ensuring compliance with established guidelines.
- Confers with a variety of internal parties (e.g., employees, supervisors, co payroll staff) for the purpose of ensuring accurate payroll processing and answering employees' questions regarding work on timesheets.
- Participates in workshops, in-service trainings, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Processes a wide variety of payroll documents and materials (e.g., time sheets, stipends, etc.) for the purpose of disseminating information to appropriate parties.
- Supports the CO Payroll department in completing payroll operations for the purpose of ensuring the timely and accurate payroll records/documentation for transportation. Calculates and inputs paper timesheets from various sources, each pay period to have documentation for payroll.
- Reconciles and gives to payroll the transportation accrual rate for leaves, two times a year.
- Responsible for time management to meet time restrictions and deadlines ensuring that all essential job responsibilities are completed accurately and on time.
- Maintains confidentiality to ensure that all pertinent information is protected and secure.
- Performs monthly audits of fueling time and reconciles with GPS tracking system.

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

### Working Environment

This job is performed in a generally clean and healthy environment.

Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity

### Qualifications

**Minimum experience:** Job related experience with increasing levels of responsibility.

**Minimum education:** Minimum of Associate's degree and/or vocational school certificate with study in job related area.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Skilled in applying district, state and federal policies and regulations.
- Skilled in operating standard office equipment including pertinent software applications.
- Skilled in performing accounting and purchasing procedures.
- Skilled in preparing and maintaining accurate records.
- Knowledge of accounting/bookkeeping principles and budget processing.
- Knowledge of concepts of grammar and punctuation.
- Knowledge of purchasing procedures, practices, methods, and terminology.
- Ability to communicate in a positive and effective manner with the public and other departments on various issues.



## PAYROLL CLERK - TRANSPORTATION

- Ability to establish and maintain effective working relationships.
- Ability to maintain confidentiality.
- Ability to set priorities.
- Ability to meet deadlines and schedules.
- Ability to work with detailed information.
- Ability to adapt to changing priorities.

**Required Testing:** None Specified

**Continuing Education/Training:** None Specified

**Required Certificates and/or Licenses:** None Specified

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Non-exempt

**Employee Type:** Classified

*Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*