

# Human Resources Division (HRD)

## Junior Accountant Payroll Specialist

### Position Details

Class Code: 4198

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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### Position Summary

Under general direction, analyzes documents and audits Clark County School District timesheet entries for semi-monthly and bi-weekly employee groups in the Human Capital Management (HCM) system. Performs routine and non-routine administrative duties depending on the assigned task.

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### Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Reviews payroll records; analyzes/verifies District payroll timesheet entries for all employee groups.
2. Provides functional support and configuration expertise to the HCM team in developing/configuring end-user processes; troubleshoots and assists in entry issues.
3. Verifies, investigates, and compiles documentation to audit timesheet entries.
4. Verifies Federal Insurance Contributions Act (FICA) status for all certified employees.

5. Communicates timesheet inaccuracies to appropriate timekeepers/administrators to initiate corrections in HCM system.
  6. Initiates queries and statistically analyzes data from HCM System payroll reports.
  7. Assists end-users with timesheet entry transactions (i.e., absence, responsibility pay, extra pay, etc.)
  8. Investigates questionable timesheet entries; takes corrective action to resolve payroll/personnel problems.
  9. Interprets, explains, and applies procedures, regulations, and written/verbal instructions.
  10. May implement contract language and negotiated agreement changes.
  11. Addresses requests and completes forms.
  12. Assists administrators, supervisors, and timekeepers in interpreting unit budget entries.
  13. Assists in developing, recommending, and interpreting District payroll policies, regulations, and procedures.
  14. Ensures compliance with laws, regulations, and procedures.
  15. Addresses payroll inquiries/issues from staff and administration.
  16. Provides courteous, responsive, and accurate information to the public, administration, and employees.
  17. Reviews, recommends, requests, and tests HCM system changes.
  18. Investigates, reviews, and assists in implementing timesheet entry monitoring systems.
  19. Conduct in-service/virtual trainings on the HCM system.
  20. Conforms to safety standards, as prescribed.
  21. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Performs analytical/technical payroll duties involving governmental accounting principles.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of applicable federal, state, and local statutes/laws regarding payroll accounting.
2. Knowledge of personnel, payroll procedures, and management techniques.
3. Knowledge of District payroll principles, policies, and practices.

4. Ability to learn to use computers and payroll-related software/data entry procedures.
  5. Ability to perform research, mathematical calculations, and statistical analyses.
  6. Ability to conduct in-service trainings.
  7. Ability to concentrate on the accuracy of detailed information.
  8. Ability to communicate clearly, both verbally and in writing.
  9. Ability to plan, organize, and prioritize work.
  10. Ability to use a calculator and 10-key proficiently.
  11. Ability to learn, develop, and apply procedures.
  12. Ability to keep information confidential and maintain an ethical attitude.
  13. Ability to meet predetermined deadlines.
  14. Ability to work flexible hours/shifts.
  15. Ability to judge when to act independently and when to refer situations to a supervisor.
  16. Ability to work cooperatively with District staff, government agencies, and the public.
  17. Ability to recognize/report hazards and apply safe work methods.
  18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

Bachelor's degree from an accredited college/university.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

### **Preferred Qualifications**

Experience with PeopleSoft HCM systems and substantial public contact.

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## **Document(s) Required at Time of Application**

1. Copy of a valid driver's license or state-issued identification card.
  2. Transcript(s) from an accredited college/university.
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## **Examples of Assigned Work Areas**

District sites and facilities. Extensive travel to/from District locations and other agencies.

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## **Work Environment**

### **Strength**

Sedentary/light - exert force up to 25 lbs., occasionally.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in-person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### **Environmental Conditions**

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, copiers, calculators, fax machines, telephones, etc.

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### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military

status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 07/27/23
- Created: 02/09/23