
WHITE PINE COUNTY SCHOOL DISTRICT

Account Clerk II - Payroll Clerk

Department: Business/Finance Office
Reports To: Business Supervisor
Salary Schedule: Classified #1 FY 25-26 - Range 27

Summary

Under the direct supervision of the Business Supervisor, the Payroll Clerk I performs routine and detailed clerical, data entry, and record-keeping duties to support the preparation, processing, and maintenance of the District's payroll and related reports. This position requires accuracy, confidentiality, and adherence to established payroll policies and state/federal regulations.

Essential Duties and Responsibilities

- **Time and Attendance Processing:** Process, review for accuracy, and post time sheets and absence reports for all employee groups (certificated, classified, substitute, and temporary).
 - **Data Entry:** Perform accurate and timely data entry related to employee compensation, hours worked, deductions, and withholding changes into the computerized payroll system.
 - **Leave Tracking:** Assist in maintaining and tracking employee leave balances (e.g., sick leave, vacation, catastrophic leave) in compliance with District policy and collective bargaining agreements.
 - **Deductions and Remittances:** Process and track voluntary deductions (e.g., insurance premiums, tax-sheltered annuities) and involuntary deductions (e.g., garnishments).
 - **File Maintenance:** Maintain and update confidential employee payroll files, records, and related documents.
 - **Inquiries:** Research and answer routine employee questions regarding pay, deductions, and time reporting procedures in a professional and confidential manner.
 - **Report Assistance:** Assist in generating and printing routine payroll reports and summaries.
 - **Record Verification:** Process and maintain employment forms, including earnings verifications for external agencies.
 - **General Clerical Support:** Provide backup clerical support to the Business Services Department, including filing, photocopying, and handling general correspondence.
 - **Compliance Support:** Assist with basic compliance tasks, such as monitoring contributions to tax-sheltered annuities and following established procedures for Nevada Public Employees' Retirement System (PERS) reporting.
 - Performs other duties as assigned by the supervisor.
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Minimum Qualifications

Education

- High School Diploma or equivalent (GED).
- Courses in bookkeeping, accounting, or computer software applications (e.g., Microsoft Excel and Word) are highly desirable.

Experience

- One (1) year of recent, full-time equivalent general clerical experience, including the use of computer software.
- Prior experience in a school district or a payroll/financial office environment is preferred.

Knowledge, Skills, and Abilities

Knowledge of:

- Basic business mathematics and accounting principles.
- Standard office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, and vocabulary.
- The function and application of common payroll and spreadsheet software.

Ability to:

- Perform detailed data entry and mathematical computations accurately and rapidly.
- Maintain the highest level of confidentiality regarding employee records and financial data.
- Understand, interpret, and apply policies, procedures, and verbal/written instructions.
- Communicate effectively and professionally with all levels of District staff and outside agencies.
- Organize work, set priorities, and meet critical deadlines with minimum supervision.

Working Conditions and Physical Demands

- Work is performed primarily in an indoor office environment with frequent deadlines and interruptions.
- Requires the ability to sit for extended periods and continuously operate a computer keyboard, mouse, and other standard office equipment.
- Requires dexterity of hands and fingers for the operation of equipment.
- Requires the ability to frequently communicate in person and over the telephone.
- Occasional lifting and carrying of files, supplies, or boxes weighing up to 25 pounds.

Application Process:

- Interested parties should submit a cover letter summarizing their interest and what they would bring to the district, as well as a resume and three current letters of reference. These can be submitted digitally to the CFO at terril.trask@wpcnvadmin.com.
- Individuals who are not current employees of the WPCSD should also complete an [employment application](#).

The White Pine County School District is an Equal Opportunity Employer.