

TROY CITY BOARD OF EDUCATION

JOB DESCRIPTION

PAYROLL ACCOUNTANT

QUALIFICATIONS:

1. B.S. in Accounting, Business Administration or Finance required.
2. At least five (5) years accounting experience required.
3. Governmental accounting experience preferred.
4. Must meet the suitability criteria for employment and/or certification/licensure under the **Alabama Child Protection Act of 1999 and Act No. 2002-457.**
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

FLSA STATUS: Non-Exempt

SUPERVISED BY: Chief School Financial Officer

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Skill in administrative detail (evidence of high degree of skills in keyboarding and the use of general office machines).
2. Knowledge of technological financial systems involving financial software systems (spreadsheets, databases, word processing, and general accounting, etc.)
3. Ability to keep business matters confidential.
4. Knowledge of or ability to quickly learn operations of the section or unit to which assigned.
5. Ability to perform complex arithmetic operations.
6. Ability to use excellent business English, grammar, spelling and punctuation.
7. Ability to communicate clearly and concisely, orally, in writing, and via e-mail and other electronic communications mean.
8. Ability to establish and maintain effective working relationships with others.
9. Ability to work effectively under minimum supervision.
10. Ability to organize materials and maintain accurate records.
11. Ability to exercise tact, good judgement and initiative.
12. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.
13. Ability to meet deadlines, schedule tasks, and prioritize work in a fast-paced environment with attention to detail and accuracy.

JOB GOAL:

To implement and monitor effective payroll operations to enhance the fiscal accountability and employment experience of school system employees.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Coordinates, directs and manages daily and monthly recording of accounting records, journal entries, reconciliations, and management reports pertaining to school and system payroll transactions.
3. Computes and balances semi-monthly, monthly and bonus payrolls; submits reports to accounting office.
4. Keeps controls on all system payrolls; manages the preparation, calculation, distribution and reporting process to ensure compliance with all federal and state laws.
5. Maintains and effectively utilizes all software systems related to payroll processing, including but not limited to, payroll and accounting software and time and attendance software.
6. Prepares and files all payroll tax returns (FICA) and W2's with federal and state government in an accurate and timely manner and balance quarterly with deposits and 941 reports.
7. Prepares payroll calendar and various payroll reports including, but not limited to, gross pay, net pay, retirement, unemployment, health insurance, sick leave, etc.
8. Maintains and pays all deductions.
9. Maintains insurance and retirement programs.
10. Works with personnel and employees in resolving concerns regarding paychecks, direct deposits, address changes, deductions, etc.
11. Processes stop payments, voids checks, and generates offline payrolls as necessary.
12. Insures adequate documentation for all payroll adjustments.
13. Completes and submits all payroll deductions, garnishments, tax levies, and child support payments as ordered by courts. Fund contributions offices, and/or TSA deferred compensation withholdings.
14. Completes employment verifications and pay records upon request.
15. Audits timesheets in preparation for payment of payrolls.
16. Sets up all new employee types, sub types and maintains sub rates in parameter files.
17. Orders and disseminates updated employee-related tax and other payroll reporting forms (W-4, A-4, E.S.S., etc.).
18. Demonstrates initiative in performance of assigned responsibilities.
19. Exhibits professionalism in the workplace and provides exemplary customer service to all employees and potential employees.
20. Maintains appropriate confidentiality regarding school/workplace matters; adheres to established polices regarding electronic filing and document retention.
21. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
22. Works cooperatively and productively with supervisor and other system staff to ensure the system's vision, goals and strategies are implemented and providing all pertinent data to all appropriate personnel with the designated time frame.
23. Engages in personal professional growth and demonstrates professional ethics and effective leadership.
24. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
25. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
26. Maintains and submits reports, records, and correspondence in a timely and accurate manner.

27. Uses effective collaboration skills to work as a productive team member, assisting as needed in projects, reports, or activities of the human resources department.
28. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
29. Reports absences and takes leave in accordance with Board policies and procedures.
30. Performs any other job-related duties as assigned by supervision.

TERMS OF EMPLOYMENT:

240-Days – Employment shall be accordance with the Board approved salary schedule.

Evaluation:

Performance evaluation shall be in accordance with the provisions of the Board’s policy on evaluation of classified personnel.

The procedures for employment are:

1. Applications to be submitted to the address below;
2. Applications will be received until **October 1, 2019** or position is filled;
3. Interviews will be scheduled;

An application may be received from the Troy City Board of Education, P.O. Box 529 (358 Elba Hwy) Troy, AL 36081; (334-566-3741) or at www.troyschools.net

Troy City School System is an equal opportunity employer.