



JEF COED

Jefferson County Board Of Education

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BOARD OF EDUCATION

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POSITION ANNOUNCEMENT

September 22, 2011

Dr. Phillip B. Hammonds
Superintendent

The Jefferson County Board of Education is now accepting applications for the position of : Assistant Director of Payroll.

Job Description: Please see the attached Jefferson County Board of Education job description for this position.

Qualifications: Please see the attached Jefferson County Board of Education job description for this position.

Salary: \$72,384 - \$82,191 (Placement on the salary schedule is based on documented related job experience).

Contract Length: 240 days (12 months)

Application Information: Official application forms must be completed and submitted online at <http://www.alsde.edu/TeachInAlabama/>.

Application Deadline: October 5, 2011

The Jefferson County Board of Education does not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in programs, activities, or employment.

**Jefferson County Board of Education
Job Description**

Job Title: Assistant Director - Payroll
Department: Finance
Reports To: Executive Director of Business and Financial Affairs (EDBFA)
FLSA Status: Exempt
Approved By: JCBE
Approved Date: March 22, 2001
Salary Level: Salary Schedule (Established By Board)
Job Code: 6D1

SUMMARY Assist the EDBFA in the effective and efficient operation of the Finance Department in compliance with Board Approved policies, generally accepted accounting procedures and applicable laws and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervises and coordinates the assembling, tabulating, calculating and verifying, posting, and filing of payroll data.

Responsible for payroll bank account transfer documentation and timely payment of related taxes and withholdings.

Coordinates the revision, formulation and implementation of payroll record keeping systems and procedures.

Supervises the monthly reconciliation of the payroll bank account and balances payroll general ledger accounts monthly.

Prepares quarterly and annual payroll reports such as Form 941 and form W-2.

Makes complex arithmetical calculations and verifies computations.

Supervises or performs responsible tasks related to the preparation and management of payroll records and reports.

Serves as a liaison between the system's personnel and finance departments.

Assists the finance department in budgeting and calculating payroll and related payroll costs.

Coordinates and supervises the maintenance of leave balances and the maintenance of all time and attendance records.

SUPERVISORY RESPONSIBILITIES Directly supervises nine employees in the Payroll Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. S.) from a four-year college or university in accounting, with a minimum of three years experience involving payroll management and a working knowledge of computer technology, or such alternatives to these qualifications as the Board may find appropriate and acceptable. A Master's Degree in accounting or Certified Public Accountant certification with emphasis in governmental accounting is preferred.

LANGUAGE SKILLS Ability to read, analyze and interpret financial reports and legal documents.

Ability to respond to common inquiries or complaints from employees, regulatory agencies or members of the board.

Ability to effectively present information to management, public groups and members of the Board.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as interest, percentages, rates and proportions.

REASONING ABILITY Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions furnished in written, oral, diagram or schedule form and deal with several abstract and concrete variables.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the Board's policy on assessment and evaluation