

PAYROLL ACCOUNTANT

QUALIFICATIONS:

1. Must comply with all employment criteria legally established by the Lee County Board of Education.
2. Two to four years bookkeeping experience. Prefer experience with Payroll Processing.
3. Must possess bookkeeping skills that include familiarity with accounts payable, payroll, invoice processing, and tax liability.
4. Proficiency in computer keyboarding and ten-keypad operation is requested.
5. Must be knowledgeable with Excel and Word.
6. Must have adequate secretarial skills, which include the following components: letter writing skills and ability to type 45 to 50 wpm.
7. Demonstrated aptitude for successful completion of the assigned task.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Background Check Required: (HB 402 ACT 99-361 Alabama Legislature) Upon offer of employment, employees will be required to submit legible fingerprints for a background review by the Alabama Bureau of Investigation and the Federal Bureau of Investigation.

FLSA STATUS: Nonexempt

REPORTS TO: Chief School Financial Officer

JOB GOAL: Prompt and accurate handling of all payroll matters.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Format and organization of correspondence, reports, and written directives.
- Modern office practices, procedures, and equipment.

Skill in:

- Operating a personal computer and other common office machines.
- Be highly proficient with computers, particularly with MS Office (all products including Word, Excel, Power Point and Outlook) and utilize various applications, including running reports, spreadsheets and mail merges.

Ability to:

- Act independently and logically to implement policies of supervisor.
- Consistently carry out tasks in a highly organized manner.
- Compose correspondence from fragmentary instructions.
- Interpret and make decisions in accordance with laws, regulations, and established policies.
- Work cooperatively with other Lee County Board of Education employees and the public.
- Communicate orally, in the English language, with employees and the public in face-to-face one-on-one settings, in group settings, or using a telephone.
- Comprehend and make inferences from written material.
- Learn job-related material primarily through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.
- Enter data or information into a PC or other keyboard device.
- Sort, separate, arrange, file or distribute incoming mail, products or material in prescribed manner.

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- Produce written documents with clearly organized thought using proper sentence construction, punctuation, and grammar.

Essential Duties and Responsibilities Applicable to All Employees:

- Attend on a regular and predictable basis.
- Complete assigned tasks in a safe manner and in a constant state of alertness.
- Uphold Board policies, including the anti-harassment program.
- Work in a cooperative manner with students, teachers, staff, supervisors, and the public.
- Work effectively and efficiently under time and productivity standards.

ESSENTIAL JOB FUNCTIONS AND DUTIES

1. Responsible for processing all full-time and part-time contracted employees payroll information which includes inputting seven (7) main screens:
 - a. Personal Data
 - b. Tax Data
 - c. Miscellaneous Data
 - d. Deduction Data (YTD, Quarterly, Monthly)
 - e. Pay Record Data
 - f. Pay G/L Distribution
 - g. Quarterly Data (Information Purposes)
2. Responsible for monthly, quarterly, and year end payroll reports. (Includes city, federal and state tax, and unemployment compensation.)
3. Oversee the calculation and input of Extra Programs employee monthly time sheets. (Programs included are Saturday School, Alternative School, Extended Day, Homebound Services, Children's Trust Fund, etc.)
4. Input of all full-time employees' individual time sheets. (Example: docking of leave and substitute pay)
5. Check/edit keypunched information.
6. Process state insurance (PEEHIP) for full-time and part-time employees.
7. File employee paperwork related to payroll or insurance.
8. Answer phone calls related to but not limited to payroll or insurance services.
9. Orientation for new employees for fringe benefit purposes.
10. Send information memorandums and correspondence to employees.
11. Process disability claims.
12. Prepare and distribute W-2's.
13. Annually in July, process bonus payroll for vacation and personal leave.
14. Complete employee verification forms (mainly substitutes).
15. Reconcile and pay bills for payroll deductions.
16. Perform a wide variety of complex and confidential secretarial tasks for the Chief School Financial Officer;
17. Operates a variety of office equipment incidental to clerical and secretarial duties;
18. Keeps supervisor informed of details affecting office management decisions;
19. Reviews incoming correspondence, drafting responses on matters for which authority has been delegated;
20. Perform any other pertinent assignment deemed necessary by the Chief School Financial Officer and the Superintendent to assist in the efficiency and effectiveness of the Accounting/Payroll Department.

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ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is essentially sedentary. Sustained data entry function could cause carpal tunnel syndrome and/or eye strain. Ordinary care and precaution are required. The employee must frequently lift and/or move a minimum of 20 pounds and occasionally lift and/or move a minimum of 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Depth perception and Ability to adjust focus. While performing the duties of this job, the employee is frequently required to communicate effectively in English, using proper grammar and vocabulary, stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Exposure to a variety of childhood and adult diseases and illnesses. Occasional exposure to a variety of weather conditions. Exposure to heated/air conditioned and ventilated facilities. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: This twelve month contract is (242 days). Salary is based on the current salary schedule. Work hours are Monday – Friday from 7:30 am to 4:00 pm, less one hour lunch.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Support Personnel.