

AUBURN CITY SCHOOLS

ACCOUNTANT – PAYROLL

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree in accounting or related field from an accredited educational institution.
- (2) Minimum of three (3) years accounting or payroll experience.
- (3) Experience in computerized accounting.
- (4) Comparable amount of experience and training may be substituted for minimum qualifications based on Board approval.
- (5) Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of system accounting and payroll practices. Ability to perform routine duties guided by standard practices. Knowledge of School Board policies, state statutes and federal laws and regulations as they relate to wage and salary issues. Ability to exercise independent judgment in assigned duties. Ability to operate a computer and utilize software applications for word processing, spreadsheets and other functions. Ability to schedule time, prioritize and work efficiently. Ability to prepare and maintain accurate and complex financial records and reports. Ability to communicate effectively orally and in writing. Ability to prepare accurate sick leave information and complete appropriate reports.

REPORTS TO:

Chief School Finance Officer
Finance Director

JOB GOAL

To ensure that payroll records, procedures and reports are completed in a timely and accurate manner in compliance with all applicable laws, rules and regulations.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform payroll activities of the system in compliance with sound business practices, School Board policies, and federal and state laws.
- * (2) Prepare quarterly earnings statements for employees who are on disability leave or receiving Worker's Compensation.
- * (3) Prepare journal entries and wire transfers for all Internal Revenue Service (IRS) payroll tax liabilities.
- * (4) Approve and post payroll entries to the general ledger.
- * (5) Prepare expense transfers to charge payroll transactions to the correct site or department budget.
- * (6) Maintain and update a spreadsheet of all pay schedules.
- * (7) Maintain the system control maintenance payroll tables.

ACCOUNTANT – PAYROLL (Continued)

- * (8) Prepare and maintain employee payroll files.
- * (9) Balance and print W-2 forms, annually, and prepare 6559 form.
- *(10) Update system employee insurance premiums and benefits.
- *(11) Maintain retiree insurance records.
- *(12) Provide information and assistance for auditors as required.
- *(13) Keep abreast of requirements such as accounting standards, audit funds, budget changes and federal and state reporting.
- *(14) Demonstrate initiative in the performance of assigned responsibilities.
- *(15) Assist in all procedures and processes of payroll as needed.
- *(16) Serve as resource to schools and departments for payroll matters.
- *(17) Exercise a service orientation when working with others.
- *(18) Keep supervisor informed of potential problems or unusual events.
- *(19) Serve on system committees as required or appropriate.
- *(20) Use effective, positive interpersonal communication skills.
- *(21) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(22) Participate in cross training activities as required.
- *(23) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- *(24) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(25) Maintain expertise in assigned area to fulfill project goals and objectives.
- *(26) Utilize appropriate strategies and problem-solving tools to make decisions regarding payroll, delivery services and the evaluation of services provided.
- *(27) Interpret and enforce statutes, Department of Education rules, system policies and procedures as they relate to payroll.
- *(28) Communicate timely and effectively with the public, staff members, administrators and other contact persons using tact and good judgment.
- *(29) Assist in development of School Board policies and administrative guidelines.
- *(30) Assist in the preparation of all required reports and maintain all appropriate records.
- *(31) Exhibit interpersonal skills to work as an effective team member.
- *(32) Follow federal and state laws, as well as School Board policies.
- *(33) Represent the system in a positive and professional manner.
- *(34) Demonstrate support for the school system and its goals and priorities.
- *(35) Ensure adherence to good safety standards.
- *(36) May be required to work beyond the normal 40-hour week.
- *(37) Exercise proactive leadership in promoting the vision and mission of the system.
- *(38) Provide leadership and direction for assigned areas of responsibility.
- *(39) Assist in implementing the system's goals and strategic commitment.
- *(40) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(41) Ensure adherence to good safety standards.
- *(42) Maintain confidentiality regarding school/workplace matters.
- *(43) Set high standards and expectations for self and others.
- *(44) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(45) Assist with maintaining time and attendance system.

ACCOUNTANT – PAYROLL (Continued)

- *(46) Assist with budgeting of payroll expenditures.
- (47) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities