

**Barbour County Schools**  
**JOB DESCRIPTION**

**Job Title - Payroll Specialist**

**Supervised by/Reports to:** Superintendent of Schools  
Chief School Finance Officer

**FLSA Status:** Exempt

**Potential Location:** Barbour County Central Office, Clayton

**Work Days:** 12 Months (240 Days)

**Salary:** Based on Board-Approved Salary Schedule

**Job Description:**

To support the Finance Department by efficiently and accurately processing all aspects of payroll on a monthly basis and providing payroll support to employees as listed in the job responsibilities.

**Duties and Responsibilities:**

- Ensures efficient and accurate processing of payroll on a monthly basis
- Reviews and processes all local school payroll submissions
- Processes input pay for monthly payroll
- Imports leave data into Nextgen/Harris accounting software for monthly payroll
- Processes manual timesheets for monthly payroll
- Imports and balances PEEHIP and TRS files monthly
- Maintains all optional employee benefit plans
- Processes payroll reports and vendor checks with monthly payroll
- Processes pay prorations or payoffs for employees as needed
- Processes all new hires and terminations in payroll system
- Processes garnishments with payroll as needed
- Verifies and/or disputes all unemployment claims for the Department of Labor
- Assists with new hires to assist with new hire paperwork
- Assists with employees wishing to retire to assist with procedures and paperwork
- Processes all employment verifications
- Assists the CSFO with the LEAPS report
- Serves as system administrator for employee leave software
- Assists the system administrator for Employee Self Service software
- Obtains and maintains AASBO certification in payroll certification

- Assists with the preparation of the annual Census Report of Public Employment and Payroll. Prepares and responds to Survey of Occupational Injuries and Illnesses, Social Security Data Match Reports, and Occupational Employment Report of Elementary and Secondary Schools.
- Provides assistance to the Special Education Department in preparing the Fairbanks report
- Assists the CSFO with the payroll portion of the annual audit
- Attends the Local School Bookkeeper meetings.
- Performs other duties as assigned by the CSFO.

**Qualifications:**

- High school education or equivalent
- Experience in payroll preferred, preferably in a local school setting
- Knowledge of Alabama State Department of Education’s Local School Finance Manual and the Accounting Manual for Coding preferred
- Knowledge of and ability to operate computer and utilize payroll software and spreadsheets
- Ability to communicate professionally in an oral and written manner
- Demonstrates proficiency in oral and written communication skills.
- Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
- Ability to identify and solve problems as a productive team member.
- Ability to use technology to communicate, facilitate tasks, manage data, and to produce/submit required reports, correspondence, and/or financial information.
- Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
- Ability to be punctual and in regular attendance.
- Such alternatives to the above qualifications as the Superintendent may require.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the State Department of Education and/or Barbour County Board of Education policy on evaluation of classified personnel.

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

**Application Requirements:**

- Completed Application on Teach in Alabama website
- Resume (uploaded to application)

- Minimum of three (3) returned references
- Mail in or hand delivered applications and resumes **will not** be considered.

**Please Note:** *Employment is contingent upon candidate meeting suitability criteria as established by Alabama State Department of Education. The Barbour County Board of Education does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments. Barbour County Board of Education is required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.*