

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

January 4, 2023

The Autauga County Board of Education is now accepting applications for the positions of: Payroll Bookkeeper

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

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

Effective Date: Following Board Approval

Salary: \$43,966 - \$55,364

Contract Length: 240 days (12 months)

Application Information: Go to https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500 to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: January 11, 2023 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

1 Attachment
1. Job Description

PAYROLL BOOKKEEPER

POSITION TITLE: Payroll Bookkeeper

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Chief School Financial Officer (CSFO)

FLSA STATUS: Non-Exempt

QUALIFICATIONS:

- High school diploma or equivalent; associate's degree or higher preferred
- Minimum of three (3) years of experience in payroll/bookkeeping/accounting, preferably in a school district setting
- Strong public relations skills
- Ability to establish and maintain effective working relationships with employees
- Ability to operate computer and adding machine/ten key proficiently and accurately for typing and accounting
- Ability to utilize Microsoft Word and Excel proficiently
- Ability to analyze data
- Ability to communicate professionally in an oral and written manner
- Ability to prioritize tasks and perform assignments with attention to detail and within established timeframes
- Ability to work effectively and efficiently under minimal supervision
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Demonstrate support for the school system, its purpose, direction, and priorities.
2. Maintain and exhibit appropriate confidentiality of any Board of Education business, its staff, and its students.
3. Demonstrate and models regular and predictable attendance.
4. Demonstrate professionalism in appearance and attitude at all times.
5. Review time and attendance and posts leave for all school system employees.
6. Assist the Payroll Specialist with reviewing and processing an accurate monthly payroll for the school system.
7. Input salary changes as directed by Payroll Specialist.
8. Assist in computing salary proration and payoffs.
9. Assist Payroll Supervisor in preparing and maintaining payroll and disbursements records, benefit records, time and attendance records, payroll reports, and payroll files, as well as the processing and issuing of payroll.
10. Review and reconcile all payroll-related accounting records to verify accuracy, completion and compliance with applicable regulations.
11. Complete payroll changes involving tax deductions, address changes, name change, direct deposits, garnishments, insurance, and other deductions.
12. Input and maintain new employee and deduction files using designated software and procedures.

13. Process reports and filings in the event of an employee death.
14. Maintain up-to-date sick leave bank data.
15. Review for approval all Leave of Absence and Catastrophic Leave Requests and meet with employees as needed.
16. Assist Human Resources personnel with providing benefits assistance.
17. Coordinate the system-wide insurance open enrollment process, inputs changes designated by employees during open enrollment, and processes forms to send to designated state offices and agencies.
18. Submit vendor payments and process roster and enrollments to professional organizations monthly
19. Prepare and submit employee retirement applications.
20. Upon departure of an employee, submit COBRA notification to PEEHIP within a reasonable timeframe.
21. Demonstrate knowledge of general ledger payroll account codes.
22. Assist Payroll Specialist with monthly and annual LEAPS reporting.
23. Assist Payroll Specialist with the calculation of annual payroll accruals.
24. Serve as the primary backup for payroll in the absence of the Payroll Specialist.
25. Stay abreast of current developments and changes in payroll and payroll tax related laws and regulations by reviewing relevant sources of information and attending professional development training as appropriate.
26. Attend monthly local school bookkeeper meetings as needed.
27. Maintain adherence to district procedures, board policies, and local, state, and federal regulations.
28. Exhibit customer service driven relationships with employees, vendors, the community, etc.
29. Maintain all files in an orderly fashion so that all documentation is accurate and complete and can be referenced expeditiously.
30. Provide examiners with documentation for the system's annual audit.
31. Obtain certification of AASBO's Payroll/Personnel Certificate Program within three (3) years of hire and maintain certification annually.
32. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
33. Perform other duties as assigned.

JOB GOAL:

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

SOURCE: Autauga County Board of Education, Prattville, Alabama
ADOPTED: January 31, 2022