



HOMWOOD CITY SCHOOLS
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Please Post

POSITION ANNOUNCEMENT

March 22, 2023

CENTRAL OFFICE PAYROLL OFFICER

The Homewood City Board of Education is currently seeking applicants for the position of Payroll Officer in the Central Office.

Qualified applicants should have a college degree in accounting, business administration or related field. The position requires an in-depth knowledge of the Harris Software Program, experience in payroll, a willingness to learn and attention to detail. School experience in payroll and accounting procedures is preferred. The Payroll Officer will report to the CSFO and work within the framework of the Homewood Board of Education.

Non-Certified applications may be submitted online at <https://al50000136.schoolwires.net/Page/4671>.

Salary will be based on experience and qualifications.

Current employees may apply by sending an email of interest and resume to Lynn Buch at lbuch@homewood.k12.al.us.

It is the policy of the Board that no person in this district shall, on the basis of race, sex, religion, belief, national origin, age, disability, ethnicity, sexual orientation, gender identity, and/or any personal characteristic(s), or an affiliation with the Boy Scouts of America, be denied the benefits of, or be subject to discrimination in any education program or activity. This includes employment, retention and promotion.

Role Description

POSITION TITLE: Payroll Officer

QUALIFICATIONS:

- Degree in Accounting and/or Business Administration preferred.
- Minimum of five (5) years of successful experience in payroll and bookkeeping procedures preferred.
- Alabama (AASBO) Payroll/Personnel Certification preferred or willing to obtain.
- Proficient experience with Harris payroll/accounting software required and attendance systems preferred.
- Demonstrates skills in problem solving, multi-tasking and dealing effectively and professionally with the public and other employees of the school system.
- Alternatives or additions to the above qualifications as may be deemed appropriate by the Board of Education.

JOB GOAL: To assure prompt and accurate handling of all payroll matters for all school system employees.

REPORTS TO: CSFO and Assistant to CSFO

PERFORMANCE RESPONSIBILITIES:

1. Responsible for all aspects of payroll such as the assembling, tabulation, calculation and verifying time worked, balancing and posting to the general ledger, maintaining and balancing vendor deductions, maintaining salary schedules, filing of all payroll data, etc.
2. **Plans work flow towards accomplishing the tasks efficiently within limited time periods and possesses physical and emotional ability and dexterity as needed to perform required work in a fast-paced, highly intensive work environment.**
3. Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper coding.
4. Responsible for ACH file transmission 3 days prior to payday by 3:00 pm, producing and distributing payroll checks/direct deposit statements by deadline.
5. Responsible for payroll bank account transfer documentation and timely payment and reporting of monthly, quarterly and annual payroll taxes by due dates as required by law.
6. Submits all payroll related reports to the various governmental agencies as required by law. Including, but not limited to W-2's, ACA, 941, SUI, Multi-Worksite, TRS, PEEHIP, LEAPS, & Medicaid.
7. Responsible for the implementation and maintenance of new and existing employees, processing verification of employment, explaining benefit choices and correspondences, and assisting with their changes, problems, etc. in an efficient, caring and timely manner.
8. **Maintains strict confidentiality.**
9. Maintains payroll and accounting records efficiently and maintains internal controls.
10. Manages all Leave Types.
11. Responsible for daily posting of cash receipts and conducting banking functions as directed by the CSFO.
12. Responsible for all projects relating to automated payroll and time keeping systems.
13. Prepares special financial studies as requested and participates in all Budget preparations.
14. Aids in monthly preparation and uploading of State financial data and works with Certified Public Accountants in their annual audit.
15. Assists the Chief School Financial Officer (CSFO) in the effective and efficient operation of the Finance Department in compliance with Board approved policies and procedures, GAAP, and state/federal applicable laws and regulations.
16. Engages in professional growth and demonstrates professional ethics and leadership.
17. Shows initiative and demonstrates cooperative spirit.
18. Performs other such duties as required or assigned by CSFO.

TERMS OF EMPLOYMENT: Twelve (12) months 240 days, 8 hours per day – Non-Exempt position.

SALARY: Non-Certified Salary Schedule
(Actual salary will be determined upon verification of experience and education.)