

**ATTALLA CITY BOARD OF EDUCATION IS RECEIVING APPLICATIONS FOR THE FOLLOWING POSITION(S):**  
***All persons with applications presently on file must request their application be considered for the position.***

**TITLE:** *Payroll Accountant*

**QUALIFICATIONS**

1. High School Diploma
2. Knowledge of generally accepted accounting principles and procedures and their application to basic accounting transactions
3. Experience or knowledge in computerized payroll systems, accounts payable, purchasing, general ledger and benefits administration
4. Knowledge of fund, budgetary and encumbrance accounting
5. Knowledge of computer technology including proficiency in Microsoft Office products and McAleer/Nextgen, preferred
6. Knowledge of teacher certification requirements, preferred
7. Willingness to participate in ongoing training as required
8. Ability to work independently with a high degree of accuracy and organization
9. Such alternatives to the above qualifications as the Board finds appropriate and acceptable

**REPORTS TO:** *Superintendent/CSFO*

**TERMS OF EMPLOYMENT:** *12 Month Contract, 240 days*

**SALARY**

<https://www.attalla.k12.al.us/Page/2061>

**CLOSING DATE FOR APPLICATIONS:** *Open until filled*

**APPLICATIONS MAY BE OBTAINED ONLINE AT:**

<https://www.attalla.k12.al.us/Page/217>

**OR BY CONTACTING:**

Attalla City Schools • 101 Case Avenue • Attalla, AL 35954 • Phone: 256-538-8051 • FAX: 256-538-8388

*The Attalla City Board of Education is committed to equal opportunity in employment and does not discriminate on the basis of age, sex, race, color, religion, disability, or national origin.*

**POSTED**  
**11/17/2023**

**TITLE**

Payroll Accountant

**QUALIFICATIONS**

1. High School Diploma
2. Knowledge of generally accepted accounting principles and their application to basic accounting transactions
3. Experience or knowledge in computerized payroll systems, accounts payable, purchasing, general ledger and bank reconciliation
4. Knowledge of fund, budgetary and encumbrance accounting
5. Knowledge of computer technology including proficiency in Microsoft Office products and McAleer/Nextgen, preferred
6. Knowledge of requirements for teacher certification, preferred
7. Willingness to participate in ongoing training as required
8. Ability to work independently with a high degree of accuracy and organization
9. Such alternatives to the above qualifications as the Board finds appropriate and acceptable

**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 programs for word processing, spreadsheets and other functions. Ability to prioritize time 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 plan, organize, and direct the work of others.

**REPORTS TO**

Superintendent/CSFO

**JOB GOAL**

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

**PERFORMANCE RESPONSIBILITIES**

1. Perform payroll activities of the system in compliance with sound business practices, School Board policies, and federal and state laws.
2. Assist in the preparation and coordination of monthly, quarterly and annual financial statements and reports for the state and federal government, the School Board, and system management.
3. Prepare quarterly earnings statements for employees who are on disability leave.
4. Prepare journal entries and wire transfers for all Internal Revenue Service payroll tax liabilities.
5. Approve and post payroll entries to the general ledger.
6. Prepare expense transfers to charge payroll transactions to the correct site or department budget.
7. Maintain and update a spreadsheet of all pay schedules.
8. Maintain the system control file maintenance payroll tables.
9. Prepare and maintain employee payroll files/accounts payable files.
10. Prepare and maintain all personnel records (including substitutes).
11. Balance, print, and maintain annual forms (W-2, ACH, Truth in Salary).
12. Updates system employee insurance premiums and benefits.
13. Maintain retiree insurance records.
14. Provide information and assistance for auditors as required.
15. Keep up to date on labor contacts, accounting standards, audit funds, budget changes, federal and state reporting requirements.
16. Serve as a resource to schools and departments for payroll matters.
17. Communicate professionally and effectively with administrators and other contacts. Keep the supervisor informed of potential problems or unusual situations.
18. Follow attendance, punctuality and proper dress rules.
19. Ensure adherence to good safety practices.
20. **Maintain strict confidentiality regarding school/workplace matters.**
21. Model and maintain high ethical standards.
22. Demonstrate initiative in the performance of assigned responsibilities.

23. Maintain expertise in assigned areas to fulfill project goals and objectives.
24. Respond to inquiries or concerns in a timely manner.
25. Serve of school/system committees as required or appropriate.
26. Exhibit interpersonal skills to work as an effective team member.
27. Demonstrate support for the school system and its goals and priorities.
28. Demonstrate initiative in identifying potential problems or opportunities for improvement.
29. Prepare all required reports and maintain all appropriate records.
30. Participate in cross training activities as required.
31. May be required to work beyond the normal 40 hour week.
32. Perform other tasks consistent with the goals and objectives of this position.

**TERMS OF EMPLOYMENT**

240 Days

**SALARY**

Attalla City Schools Salary Schedule

**EVALUATION**

Performance will be evaluated in accordance with provisions of the board policy on evaluation of personnel.