

Marshall County Schools Job Description

JOB TITLE: Payroll Accountant

QUALIFICATIONS: Bachelor's degree **required**. Bachelor's degree in accounting *preferred*.
Minimum of 9 semester hours in accounting **required**.
Minimum of three (3) years of work experience in a related field **required**.
Previous experience in school system payroll *preferred*.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Chief School Financial Officer

ESSENTIAL FUNCTIONS:

- Maintain school payroll accounting system in accordance with applicable laws and regulations
- Calculate monthly payroll checks and withholdings
- Calculate the payroll transfer that should be moved to the payroll clearing fund each month
- Prepare monthly, quarterly and annual reports as required by other agencies
- Prepare annual contracts for all certificated personnel
- Act as liaison between employees and agencies such as TRS of Alabama, PEEHIP and other companies as needed
- Assist the Chief School Financial Officer in the preparation of the annual budget, annual financial statements and other projects as needed
- Prepare all tax and withholding deposits to the applicable agencies in a timely manner
- Assist new employees in filling out all applicable paperwork relating to payroll
- Carry out all assigned responsibilities in accordance with federal, state and local laws, and applicable rules and regulations

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of payroll planning, budgeting and analysis
- Knowledge of accounting principles and procedures in general accounting and payroll accounting
- Knowledge of information processing and data management through a wide variety of technological hardware and software
- Knowledge of law and legal responsibility related to the payroll process
- Ability to use office equipment
- Knowledge and ability in keyboarding proficiency
- Ability to maintain confidentiality of specified information as required
- Ability to conference with visitors in person or on the telephone in a pleasant, courteous manner
- Ability to communicate effectively both orally and in writing
- Ability to use excellent English, grammar, spelling, and punctuation
- Ability to use computer skills required to do spreadsheets, word processing and record keeping
- Ability to distribute documents in an efficient and effective manner
- Ability to establish and maintain effective relationships with others
- Ability to organize materials and maintain accurate records

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- Knowledge of school system functions, departments, personnel, and schools necessary for the efficient and effective processing of communications
- Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment
- Ability to work an expected workday of eight (8) hours, or more if necessary
- Ability to lift twenty-five (25) pounds and transport a short distance
- Ability to drive from school to school in the school district and to professional meetings
- Demonstrates professional ethics

SALARY: Based on Marshall County School System Salary Schedule

TERMS OF EMPLOYMENT: 12 Months

EVALUATION: Performance will be evaluated in accordance with Marshall County Board Policy and State requirements for non-certified employees.

