



## **SYLACAUGA CITY SCHOOLS**

**43 N. Broadway Avenue  
Sylacauga, Alabama 35150  
(256) 245-5256**

**August 16, 2022**

### **Position Posting**

The following position(s) is/are available in the Sylacauga City Schools. The Board of Education reserves the right to extend the deadline for applications if deemed in the best interest of the district.

#### **Deadline for Applications and Resumes - until filled**

#### **Payroll Bookkeeper, Central Office**

Contact: Dr. Michele Eller, Superintendent  
(256) 245-5256  
Salary: \$37,578 minimum

Directions for applying for any position with the Sylacauga City School System can be located on the system's website at [www.scsboe.org](http://www.scsboe.org), under Our District, Employment Opportunities, view job area desired and login to apply.

The Sylacauga Board of Education is an equal opportunity employer. It is the policy of this school system that no person be denied employment, be excluded from participation in, be denied benefits of, or subjected to discrimination in any program or activity on the basis of sex, race, religion, disability, national origin, or age group. The programs and activities provide equal access to the Boys Scout and other designated youth groups.

# SYLACAUGA CITY SCHOOLS

## Position Description

**Title: PAYROLL BOOKKEEPER**

**Reports to: Chief Financial Officer**

### **MINIMUM QUALIFICATIONS:**

- Associate or Bachelors degree in business/personnel related field preferred.
- Experience in computerized payroll software. Experience with Harris NextGen payroll software and TES attendance software preferred.
- Pleasant disposition, courteous and able to deal effectively and professionally with the public and school system employees.
- Excellent computer skills with proficiency in Microsoft Word, Google Applications and Excel.
- Skills in analyzing data, problem solving and multi-tasking. Ability to work effectively and effeciently under minimal supervision.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **DUTIES AND RESPONSIBILITIES:**

1. Responsible for all aspects of payroll from employee input (TES Time Clock) to assembling, tabulation, calculation and verifying time worked, balancing and posting to the general ledger, maintaining and balancing vendor deductions, maintaining salary schedules, and filing of all payroll data.
2. Complete payroll changes involving tax deductions, address changes, name change, direct deposits, garnishments, insurance and other deductions.
3. Prepares reports, reconciles, and makes payments at required times including, but not limited to, Retirement Systems of Alabama, Federal and State taxes, FICA, Medicare, PEEHIP insurance, and other vendors.
4. Report and submit final transmittals for state and federal information including, but not limited to, W-2's, 1094, 1095, etc on or before required deadlines.
5. Submit required reports (UC212 and CR-4G) to the AL Dept of Labor.
6. Submits all payroll related reports to the Federal Bureau of Labor and Statistics, including, bu not limited to, Multi-Worksite, Current Employment Statistics, etc.
7. Completes statistical reporting for EEOC and US Census Bureau.
8. Coordinates annual open enrollment schedules between vendors and local schools.
9. Responsible for the onboarding and maintenance of new and existing employees, processing verification of employment, explaining benefit choices, and assisting with their changes, problems, etc in an efficient, caring and timely manner.
10. Benefit coordinator for the district. Provide benefit presentation to new employees and for annual Employee Institute Day.
11. Assists and participates in answering questions and resolving problems related to paycheck, salary, benefits, direct deposit, deduction, leave of absence, leave balance (accruals), etc in a timely manner.
12. Assists and participates in answering employee and RSA questions concerning an employees application for retirement. Prepare and submit annual payroll calendars for all employee types to RSA.
13. Prepares and runs employee payrolls.
14. Completes and submits verification of employment requests for various agencies.
15. Recommends revision of payroll procedures when appropriate.
16. Processes unemployment claim forms and represents the school district during the unemployment appeal process.

17. Maintain all payroll and disbursement records, benefit records, time and attendance records, payroll reports and payroll files.
18. Manages all leave types for the district.
19. Maintain up-to-date Sick Leave Bank data. Review for approval all FMLA, Leave of Absence and Catastrophic Leave requests. Assists employees with FMLA, LOA, and Catastrophic Leave requests as needed. Serves as chairperson on the Sick Leave Bank Committee.
20. Assists CSFO in preparation of payroll budget and LEAPS reporting.
21. Prepares payroll accruals for GASB.
22. Provide auditors with documentation for the system's annual audit.
23. Initiates, completes and maintains employee enrollments in RSA Employee Self Service program. Updates employee status as needed. Completes RSA retirement certification requests.
24. Responsible for all projects relating to automated payroll and time keeping systems.
25. Stay abreast of current developments and changes in payroll and payroll tax related laws and regulations.
26. Maintaining adherence to district procedures, board policies, and local, state and federal regulations.
27. Reports potential problems, unusual events, or work irregularities and appropriate administrative or supervisory personnel.
28. Completes all payroll certificate programs and other training as required.
29. Maintains confidentiality regarding school/workplace matters.
30. Prepares documentation needed for the Superintendent, CSFO, and/or Board attorney as needed for grievances, lawsuits, or other claims against the Board by a current or former employee.
31. Performs other duties as assigned by CSFO and/or Superintendent.

**WORK YEAR:** 12 months

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sylacauga City Schools reserves the right to amend the job description as needed.

*The Board is an equal opportunity employer.*

*Personnel actions and decisions will be made without regard to factors or considerations prohibited by federal or state law, including but not limited to race, color, religion, sex, national origin, age, disability, and genetics.*

(8/2022)