

TALLADEGA COUNTY SCHOOLS  
P O BOX 887  
TALLADEGA, AL 35160

**POSITION GUIDE**

**JOB TITLE:** Business Accounting Specialist

**REPORTS TO:** Chief School Financial Officer

**QUALIFICATIONS:**

- Two or four year college degree preferred in a business related field
- Payroll experience preferred
- Expertise in computers and related software programs
- Management/organizational skills
- Preference given to current employees

**JOB GOAL:** To contribute to the efficient operation of the business office and the entire education process throughout the school district.

**PERFORMANCE RESPONSIBILITIES:**

1. Assist with compiling data and generating reports through Budget Works for annual school systems budget.
2. Prepare journal entries for payroll salary.
3. Maintain payroll information by collecting, calculating, and entering data.
4. Assist with generating payroll data in preparing financial statements for the board of education.
5. Retrieving and providing information for State Examiners.
6. Update payroll records making changes in exemptions, insurance coverage and deductions.
7. Compile reports through importing and exporting data from NextGen payroll software for budgeting purposes.
8. Import payroll changes into NextGen payroll software.
9. Assist with processing monthly payroll and act as backup to Payroll Supervisor.
10. Maintain and generate reports through Kronos timekeeping system.

11. Assist local school secretaries with Kronos and payroll questions and changes.
12. Prepare reports by compiling summaries of earnings, taxes, deductions.
13. Determine and transfer payroll liabilities by calculating employee federal and state income, social security taxes, employer's social security and unemployment.
14. Resolve payroll discrepancies by collecting and analyzing information.
15. Provide payroll support to employees through answering questions and requests.
16. Maintain payroll operations by following Board of Education policies and procedures.
17. Maintain employee confidence and protect payroll operations by keeping information confidential.
18. Maintain and update changes to departmental webpage.
19. Coordinate and update changes from vendors.
20. Possesses proficient computer skills/experience with Microsoft Word, Excel and Access.
21. Maintain professional and technical knowledge by attending educational workshops and reviewing publication updates.
22. Maintain proper and professional relationship with other employees.
23. Perform other duties as assigned by Chief School Financial Officer and /or Superintendent.

**EVALUATION:** Performance will be evaluated in accordance with provisions of the Board's policy of support staff evaluation.

**TERMS OF EMPLOYMENT:** Twelve months. Salary to be established by the board.