

PLEASE POST

**POSITION OPEN  
VESTAVIA HILLS CITY SCHOOLS**

**August 24, 2021**

**TITLE:** Payroll Clerk/Coordinator (240 day)

**SITE:** Vestavia Hills Board of Education

**QUALIFICATIONS:** A high school diploma or GED with training in accounting and bookkeeping procedures.  
Three (3) years of experience in payroll management.  
Must meet background clearance as specified by Alabama statutes and State Board of Education regulations.

**JOB DESCRIPTION:** (see attached)

**SALARY RANGE** Per Vestavia Hills City Schools Salary Schedule 28  
\$38,128 - \$79,257

**EFFECTIVE STARTING DATE:** TBD

**APPLICATIONS WILL BE TAKEN:** August 24, 2021 – until position is filled (will be posted a minimum of 7 days and will close when the position is filled)

**CONTACT PERSON:** Courtney Brown  
[brownct@vestavia.k12.al.us](mailto:brownct@vestavia.k12.al.us)

**BACKGROUND CHECK REQUIRED**

(Title 16-22A-1, et seq., *Code of Alabama, 1975*)

Upon offer of employment, employees will be required to submit legible fingerprints for a background review by the Alabama Bureau of Investigation and the Federal Bureau of Investigation.

**APPLY AT [www.alsde.edu](http://www.alsde.edu) - "Teach in Alabama."**

Vestavia Hills City Schools (VHCS) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Meredith Hanson, Director of Personnel/Section 504/Title IX Coordinator, at 1204 Montgomery Highway, Vestavia Hills, AL 35216. For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## **VESTAVIA HILLS CITY SCHOOLS**

### **JOB TITLE: Payroll, Bookkeeper**

#### **QUALIFICATIONS:**

1. A high school diploma or GED with training in accounting and bookkeeping procedures.
2. Three years (3) years of experience in payroll management.
3. Must meet background clearance as specified by Alabama statutes and State Board of Education regulations.

**FLSA:** Non-exempt

**REPORTS TO:** Chief School Financial Officer

#### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the year and hours of employment shall be those established by the system.

#### **REQUIRED DUTIES AND RESPONSIBILITIES:**

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Coordinates, directs and manages daily and monthly recording of accounting records, journal entries, reconciliations, and management reports pertaining to school and system payroll transactions.
3. Computes and balances monthly and bonus payrolls; submits reports to accounting office.
4. Keeps controls on all system payrolls; manages the preparation, calculation, distribution and reporting process to ensure compliance with all federal and state laws.
5. Maintains and effectively utilizes all software systems related to payroll processing, including but not limited to, payroll and accounting software and time and attendance software.
6. Prepares and files all payroll tax returns (FICA) and W-2's with federal and state government in an accurate and timely manner and balance quarterly with deposits and 941 reports.
7. Prepares payroll calendar and various payroll reports including, but not limited to gross pay, net pay, retirement, unemployment, health insurance, sick leave, etc.
8. Maintains and pays all deductions.
9. Prepares annual census report of government employment.
10. Works with personnel and employees in resolving concerns regarding paychecks, direct deposits, deductions, etc.

11. Processes stop payments, voids checks, and generates offline payrolls as necessary.
12. Insures adequate documentation for all payroll adjustments.
13. Completes and submits all payroll deductions, garnishments, tax levies, and child support payments as ordered by courts, fund contributions offices, and/or TSA deferred compensation withholdings.
14. Completes employment verifications and pay records upon request.
15. Computes reported/processed premiums for TRS Life Insurance for employees and posts for tax withholding.
16. Maintains vehicle use reports and calculates quarterly use tax.
17. Audits timesheets and/or electronic timecards in preparation for payment of payrolls.
18. Sets up all new employee types, sub types and maintains sub rates in parameter files.
19. Sets up and maintains the school system salary schedule for employees with annual salaries.
20. Orders and disseminates updated employee-related tax forms (W-4, A-4, etc.).
21. Demonstrates initiative in the performance of assigned responsibilities.
22. Exhibits professionalism in the workplace and provides exemplary customer service to all employees and potential employees.
23. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
24. Demonstrates initiative in identifying potential opportunities for improvement in areas of responsibility.
25. Engages in personal professional growth and demonstrates professional ethics and effective leadership.
26. Responds to inquiries and requests in a timely and positive manner.
27. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
28. Properly uses equipment and material resources of the school system.
29. Uses effective collaboration skills to work as a productive team member, assisting as needed in projects, reports, or activities.
30. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
31. Reports absences and takes leave in accordance with Board policies and procedures.
32. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Proficiency in oral and written communications.
2. Knowledge of the principles and practices of accounting.
3. Knowledge of laws, rules and regulations regarding education/governmental agency accounting.
4. Knowledge of electronic, digital, technological financial systems involving microcomputer applications and financial software systems (spreadsheets, databases, word processing, and general accounting).
5. Effective interpersonal skills, with emphasis on communication and collaboration with a wide variety of people and groups.

6. Ability to meet deadlines, schedule tasks, and prioritize work with attention to detail and accuracy.
7. Ability to solve problems.
8. Ability to be punctual and in regular attendance.
9. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on the evaluation of personnel.

**SOURCE:** Vestavia Hills City Schools, Vestavia, Alabama

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 qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Vestavia Hills City Board of Education reserves the right to amend the job description as needed.