## JOB DESCRIPTION

**POSITION TITLE:** Payroll Representative, Program Funding  
**JOB CODE:** 474C  
**DIVISION:** Financial Services  
**DEPARTMENT:** Payroll Services  
**REPORTS TO:** Assistant Director of Payroll Services  
**FLSA:** Non-Exempt  
**SALARY SCHEDULE:** Office Clerical/Technician Annual  
**PAY GRADE:** Rank VI (NC06)  
**WORK DAYS:** 238  
**PAY FREQUENCY:** Monthly  

**PRIMARY FUNCTION:** Calculates and processes retirement sick leave credit reports; processes address, direct deposit and tax forms.

### REQUIREMENTS:

1. Educational Level: High School Diploma or GED required  
2. Certification/License Required: None  
3. Experience: 2-5 years payroll and/or bookkeeping experience  
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities  
5. Knowledge, Skills, & Abilities: Written and oral communication; typing, word processing, Excel

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.  
2. Answers phone and assists callers; forwards calls to appropriate area as needed.  
3. Receives all incoming correspondence and routes to appropriate individual.  
4. Prepares and processes all duplicated W-2 forms requested by employees.  
5. Processes W-4 and G-4 forms for Federal and State tax withholding.  
6. Processes address change and direct deposit requests for employees.  
8. Calculates and processes TRS retirement sick leave credit reports.  
9. Performs other duties as assigned by appropriate administrator.

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Signature of Employee ___________________________ Date ________________________  
Signature of Supervisor ___________________________ Date ________________________