**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Lead Payroll Technician</th>
<th>JOB CODE:</th>
<th>466D</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION:</td>
<td>Financial Services</td>
<td>SALARY SCHEDULE:</td>
<td>Professional/Supervisory</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>Payroll Services</td>
<td>WORK DAYS:</td>
<td>238</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Director of Disbursements</td>
<td>PAY GRADE:</td>
<td>Rank H (NK08)</td>
</tr>
<tr>
<td>FLSA:</td>
<td>Exempt</td>
<td>PAY FREQUENCY:</td>
<td>Monthly</td>
</tr>
</tbody>
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**PRIMARY FUNCTION:** Responsible for processing/analyzing all aspects of all Miscellaneous/Void Payrolls including returned bank funds, creation of miscellaneous checks, and voids of previous checks. Processes, analyzes, and answers all employee wage assignments. Responsible for processing/analyzing transportation biweekly payroll. Collaborates with other Payroll Technician (Biweekly) in the finalization of creating biweekly direct deposits and checks. Vendor processing for all payroll. Processes tax payments for all payrolls. Reconciles and maintains master spreadsheet for balancing purposes. Assists and trains other payroll technicians and representatives.

**REQUIREMENTS:**

1. Educational Level: Bachelor’s degree or its equivalency required (2 years of similar work level experience = 1 year of college), a combination of experience and education may be used to meet the bachelor’s degree requirement
2. Certification/License Required: None
3. Experience: 3+ years payroll/accounting experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; advanced math aptitude; advanced Excel and calculator skills

*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. Lead payroll technician – back-up and assists other payroll technicians and representatives with training, duties and responsibilities.
3. Processes, analyzes, and creates all phases void/misc. payrolls each month in an accurate and timely manner.
4. Semi-monthly reconciling of misc./void reports to adjustment spreadsheet.
5. Enters manual checks into bank’s positive pay file after each miscellaneous payroll processed.
6. Responsible for all aspects of time/attendance and payroll records for CCSD biweekly transportation employees; processes Personnel Action forms for terminations, retirement, and salary changes; makes needed adjustments to pay records based on these forms.
7. Responds to employee inquiries regarding gross pay, payroll deductions, leave, etc.
8. Processes all garnishments/wage assignments; processes, analyzes and submits timely reports to all required Federal, State, and local authorities regarding garnishments, child support recovery, tax levies, and Chapter 13; prepares proper supporting documentation for payment.
9. Processes vendor payroll each pay period to ensure invoicing and payment of payroll vendors.
10. Processes employee’s deductions to Credit Union of Georgia, United Way, Cobb Ed, and professional associations.
11. Processes net pay and federal and state tax payments and wire transfer request for each payroll – monthly, biweekly, misc./void.
12. Maintain master spreadsheet for all payrolls with data from final proof for various monthly, quarterly and annual reporting.
13. Assist with balancing of PSERS and TRS and processes wire transfer request.
14. Assists and performs other duties as assigned by appropriate administrator.

Signature of Employee___________________________________________ Date __________________________

Signature of Supervisor__________________________________________ Date __________________________