



EMPLOYEE NAME: \_\_\_\_\_

Revised: 1/04; 6/09; 09/11; 4/13; 6/18; 7/19

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Payroll Accountant	<b>JOB CODE:</b> 466A
<b>DIVISION:</b> Financial Services	<b>SALARY SCHEDULE:</b> Prof/Supv Support Annual
<b>DEPARTMENT:</b> Payroll Services	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Assistant Director of Payroll Services	<b>PAY GRADE:</b> Rank E (NK05)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Assists the Assistant Director of Disbursement Services in performing accounting functions.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor’s Degree or its equivalency (2 years similar work level experience = 1 year of college). A combination of experience and education may be used to meet the bachelor’s degree requirement; however, the work experience years used to qualify for the bachelor’s degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: None
3.	Experience: 3 years Accounting Experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; organization, 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.	Reconciles payroll general ledger agency accounts and prepares and submits adjusting journal vouchers monthly, quarterly, and annually.
3.	Trains new secretaries on the use of the CTMS.
4.	Prepares journal vouchers to record wire transfers for all credit union, tax shelter deductions and transfers of net pay.
5.	Processes employee income tax adjustments for employer provided vehicles.
6.	Revises, maintains, and distributes the District’s Travel Regulations Manual in accordance with the State Accounting Office revisions/District needs, maintains/monitors travel advance log.
7.	Processes all payroll deductions/reports that must be accounted for, balanced, and remitted monthly, quarterly and annually to include federal and state tax reports, retirement and labor reports.
8.	Shares supervision of Payroll clerical staff members with Assistant Director.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_