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

JOB DESCRIPTION

POSITION TITLE: Payroll Accountant       JOB CODE: 466A
DIVISION: Financial Services            SALARY SCHEDULE: Prof/Supv Support Annual
DEPARTMENT: Payroll Services            WORK DAYS: 238
REPORTS TO: Assistant Director of Payroll Services
FLSA: Exempt                            PAY FREQUENCY: Monthly
PAY GRADE: Rank E (NK05)
PRIMARY FUNCTION: 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 ____________________________