FULTON COUNTY SCHOOLS
JOB DESCRIPTION

Fulton County Schools
Where Students Come First

Job Title: Business Analyst, Payroll and Benefits

SAP Job Number: 30000024

Organization: Finance, Payroll and Benefits

Work Schedule: 235 Days

Reports To: Executive Director, Payroll and Benefits

Comp. Schedule: Non-Teaching Executive (B)

FLSA Status: Exempt

Pay Scale Level: Grade 31

Position Summary

Assists the Executive Director of Payroll and Benefits in the preparation of various reports; Serves as technical liaison for matters pertaining to Teacher Retirement System (TRS) of Georgia for District; Also provides analysis of various activities related both to Payroll and Employee Benefits; Works with the Benefits Supervisor, Payroll Supervisor and the System Analyst, to address and resolve issues related to this analysis; Will be primarily responsible for reporting requirements under the Patient Protection & Affordable Care Act (PPACA)

Essential Duties

- Prepares month-end closeout reports, balances and edits, and executes related transactions in SAP for periodic reporting
- Prepares, sends and receives monthly interfaces and billing statements for all Employee Benefit vendors. Identifies and reconciles exceptions
- Serves as technical liaison between Payroll and Benefits Office and its various 3rd party vendors to gather any necessary interface requirements (including TRS)
- Assists in calculation of unused Sick Leave balances and supports certifications to TRS
- Prepares monthly TRS reports and clears exceptions
- Administers the annual W-2 process; including reconciliation between W-2 totals and quarterly 941 tax reports
- Prepares and assists in analysis of all reports required under PPACA
- Assists with performing periodic system testing to ensure accurate processing of interfaces, Year End activities and various reporting tools

Additional Responsibilities

- Performs other duties as assigned by the appropriate administrator

Minimum Qualifications

Education: Bachelor's Degree in Accounting or Business Administration is required or equivalent experience (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

Certification/Licensure: None required

Experience: Minimum of 5 years of experience Payroll, Benefits, Accounting or related field

Knowledge/Skills/Abilities:

- Ability to work with Technical Teams to communicate system related matters
- Ability to work independently in report preparation and analysis of data
- Proficiency in the use of Microsoft Office and other proprietary software
- Must be able to successfully manage multiple tasks, projects, and responsibilities
- Ability to apply critical thinking skills in rendering solutions to various issues
- Must be able to collaborate effectively with District personnel, the general public, and work with diverse groups
- Excellent communication skills both written and verbal

Working Conditions:

- Normal office environment

Physical Demands:

- Routine physical activity associated with normal office environment

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Important Notes

This document provides descriptive information about the above Fulton County Schools position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content of and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Fulton County Schools reserves the right to make changes to this document as deemed necessary without providing advance written notice.

Reviewed By: Judy Claybrook **Date:** 12/13; 6/16

Approved By: Department (David Helton) **Date:** 12/13

Created/Revised: 12/13; 6/16