

## **PAYROLL ACCOUNTANT**

### **Purpose Statement**

The job of Payroll Accountant was established for the purpose/s of providing support to department activities with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, and funds distribution; responding to inquiries and/or requests for data and/or reports; providing timely and accurate payroll production; and directing assigned employees.

This job reports to Assistant Budget and Finance Director

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### **Essential Functions**

- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Assists in developing reporting processes, procedures, and internal controls for the purpose of maintaining the efficient flow of financial processes.
- Assists in implementing accounting procedures for the purpose of providing internal financial controls throughout the district and ensuring compliance with established accounting practices and all applicable regulatory requirements.
- Collaborates with other administrative personnel and/or outside agencies (e.g. district personnel, outside agencies, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs in accordance with established financial policies, practices, laws and/or regulatory guidelines.
- Compiles statistical and payroll data from a variety of sources (e.g. time sheets/payroll, salary adjustments, longevity pay, union dues, benefits, leave balances, tax deposits, etc.) for the purpose of providing summaries to other personnel and/or ensuring compliance with established guidelines.
- Coordinates the data-processing system for payroll for the purpose of ensuring the system is operating efficiently, effectively, and accurately.
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Monitors assigned payroll activities and/or program components (e.g. County, State, and Federal agencies, tax laws, FMLA, etc.) for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.
- Participates in workshops, in-service trainings, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a variety of payroll related documents (e.g. invoices for overpayments, special pay from schools, retirement plan transfers, ACH transfers, voluntary and involuntary contributions, SUTA, W-2 controls, worker's compensation checks, budget, risk management, verification of employment and salary, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a wide variety of payroll documents and materials (e.g. time sheets, withholding information, employee contributions, union dues, longevity, leaves, supplements, stipends, etc.) for the purpose of disseminating information to appropriate parties.
- Recommends policies, procedures and/or actions on issues that relate to financial operations for the purpose of providing direction and/or making decisions for the district.

- Reconciles payroll account balances (e.g. time sheets, direct deposits, wage attachments, benefits, voluntary and involuntary contributions, etc.) for the purpose of maintaining accurate account balances and complying with established guidelines.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, salary, supplements, longevity pay, stipends, FMLA, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, benefit provider/s, withholding versus W4, salary status, late hires, leaves of absence, separating employees, etc.) for the purpose of ensuring accuracy of records and employee payments.
- Responds to inquiries regarding payroll procedures (e.g. wage levies and garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.
- Reviews payroll and a variety of insurance-related information (e.g. payroll reports, FMLA, requirements, etc.) for the purpose of ensuring accuracy of payroll and insurance records.
- Supervises a wide variety of payroll information and data entry (e.g. direct deposits, pre-notes, W-4s, leave balances, salary, levies, garnishments, investments, voluntary and involuntary contributions, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Supervises payroll specialists (e.g. trains, handles employee concerns, etc.) for the purpose of providing required guidance, leadership and support to the payroll department in accordance with District policies.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; using pertinent software applications; and supervision of employees.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in payroll preparation, monitoring and control; payroll related accounting practices; labor contracts and their impact on payroll; and State Education Codes and other applicable County, State and Federal laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team with detailed information/data and frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Job related experience is required.

Bachelors degree in job related area.

## None Specified

## None Specified

## None Specified

Exempt

Bachelor of Science in Business Administration or CPP certification preferred

### Criminal Justice Fingerprint/Background Clearance

**Salary Grade**