

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PAYROLL SPECIALIST FINANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs technical bookkeeping and fiscal-clerical work in the Finance Division. Work involves administration and preparation of employee payroll records and related payments and withholdings. Employee is also responsible for maintaining personnel files related to payroll, leave and retirement programs; and answering inquiries pertaining to payroll programs. Reports to the Director of Payroll.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Preparing, verifying and entering data for monthly, semi-monthly and special payroll payments, computing proper payment according to employees' status (i.e., 10-month, 12-month employee) and showing all statutory and voluntary deductions, special payments, such as ABC incentive bonus, retroactive salary adjustments, forfeited annual leave, longevity, summer school and compensation bonus payments, contributions, and special withholdings; processes checks and/or direct deposits, including bank transit and account numbers; contacts financial institutions, as necessary, to resolve problems or discrepancies pertaining to direct deposits.

Maintains employee payroll records, including data such as names, addresses, telephone numbers, retirement numbers, employment anniversary, years of state service, deduction information, direct deposit requests, and tax forms, entering data into computer records and updating as necessary, including verifying changes in salaries and employment status as authorized by Personnel Division; records 12-month salary option for salaried employees, as appropriate.

Maintains accounting of employee sick, personal and annual leave balances, and certifies leave balances for employees transferring employment to other state agencies.

Prepares and distributes payroll "turnaround" work sheets.

Verifies employee salaries on employment withdrawal forms of employees terminating state employment, calculates and provides employee salary projections for retiring employees, and submits to State Employees' Retirement System.

Verifies employees' salary and years of employment for financial institutions, as requested.

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Answers employees' inquiries pertaining to payroll calculations, checks, payroll policies and procedures and related matters.

ADDITIONAL JOB FUNCTIONS

Verifies, distributes and answers inquiries regarding employee W2 forms.

Opens and distributes incoming mail for the office.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by college-level course work in bookkeeping or accounting, and 1 to 2 years of experience in technical accounting or bookkeeping work, preferably dealing with payroll; or any equivalent combination of training and experience that provides the required combination of knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, check stuffers, check sealers, microfiche machines, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, turnaround documents, tax documents, payroll records, etc. Requires the ability to prepare correspondence, reports, checks, turnaround documents, tax reports, etc., using proper format.

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Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English and government accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, including office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Federal, State and local laws and School System policies and procedures governing payroll administration.

Considerable knowledge of employee benefit programs.

Considerable knowledge of accounting and office practices, methods and procedures used by the School System.

General knowledge of County organization and operational policies and procedures.

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Skill in preparing and maintaining payroll records, deductions and withholding reports through data processing means.

Ability to use a variety of common office machines, including a computer terminal, calculator and facsimile machine.

Ability to understand and apply laws, regulations and policies to the maintenance of financial records.

Ability to verify documents and forms for accuracy and completeness.

Ability to prepare standard payroll reports from the books and records.

Ability to communicate effectively orally and in writing.

Ability to understand and follow written and oral instructions.

Ability to explain payroll and related personnel matters to School System employees.

Ability to exercise independent judgment, discretion and confidentiality in handling confidential personnel records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.