

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

PROGRAM ADMINISTRATOR II - PAYROLL GUILFORD COUNTY SCHOOLS PAYROLL DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs technical accounting and fiscal-control work assisting in management of the overall payroll function including payroll processing, payroll taxes, reviewing and revising procedures, as well as internal controls, system review and upgrade. Work involves overseeing and working with payroll specialists in distributing and receiving required payroll documents; organizing and filing payroll information; assisting with concerns, problems and/or completion of payrolls; and ensuring adherence to established payroll processing procedures and schedules. Assists Director of Payroll in submitting and monitoring all steps of payroll processing, and keeps the Director informed of the flow and status of the payroll process. This position provides assistance, as necessary, in preparation for all audits and works to resolve the findings of any such audits. Employee must remain current on new legislation and regulatory rulings impacting payroll. Enforces adherence to requirements and advises management of required actions. Employee supervises and coordinates the work of subordinate payroll specialists on a day-to-day operational basis and also performs or acts in the absence of the Director. Reports to the Director of Payroll.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises payroll specialists and coordinates payroll functions to assure accurate and timely processing of data.

Works with payroll specialists regarding distribution and receipt of required payroll documents and any accompanying information from schools and administrative locations so as to process payroll data accurately and in a timely manner.

Works with payroll specialists regarding the organization and filing of payroll information; ensures adherence to established payroll processing procedures and schedules; and provides assistance with concerns, problems and/or completion of payrolls. Assists Director in submitting and monitoring all steps of payroll processing. This includes, but is not limited to, opening a payroll; running turnaround documents; running payroll calculations and pre-registers; submitting payroll checks and verifying check numbers; posting payroll checks to earnings records; and interfacing payroll information to general ledger and accounts payable for processing.

Assists the Director with the creation and running of payroll information queries.

Keeps the Director informed of the flow and status of the payroll process.

Distributes the workload when a specialist is absent to assure that all deadlines are met.

Advises Director of procedural, technical, or personnel concerns.

PROGRAM ADMIN II – PAYROLL

Assists with organizing and coordinating miscellaneous payrolls.

Assists in organizing the summer school payroll and other activities such as ABC Incentive Payments.

Performs all duties as listed for a Payroll Specialist.

Assists in processing of corrections/refunds for salary payments made in error through journal entry preparation or use of state reporting network.

ADDITIONAL JOB FUNCTIONS

When directed attends meetings and/or represents the department if Director is unable to attend or has schedule conflict.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in accounting or financial management, and 3 to 5 years of experience in technical accounting, payroll or the financial work environment or any equivalent combination of training and experience which 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 giving and receiving instructions, assignments and/or directions.

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.

PROGRAM ADMIN II – PAYROLL

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

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 governing payroll administration.

Firm understanding and experience with MS Office products.

Considerable knowledge of accounting and office practices, methods and procedures.

Considerable knowledge of payroll processing.

Considerable knowledge of accepted principles and practices of bookkeeping.

PROGRAM ADMIN II – PAYROLL

Working knowledge of reports required by state and federal tax authorities.

Working knowledge of the principles of supervision, organization and administration.

Working knowledge of the check production process.

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

Ability to use variety of common office machines, including computer, calculator and fax 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.