

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

PROGRAM ADMINISTRATOR I-PAYROLL GUILFORD COUNTY SCHOOLS PAYROLL DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs technical accounting and fiscal-control work in a lead worker capacity to assist in coordinating payroll functions to assure accurate and timely processing of data. Works with payroll specialists in distributing and receiving required payroll documents; organizing and filing payroll information; assisting with concerns, problems and/or completion of payrolls; ensuring adherence to established payroll processing procedures and schedules. Assists Director of Payroll in submitting and monitoring all steps of payroll processing, and keeps management informed of the flow and status of the payroll process. Assists in coordinating the work of payroll specialists on a day-to-day operational basis. Reports to Director of Payroll.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists in coordinating payroll functions to assure accurate and timely processing of data.

Assists in working with payroll staff 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.

Assists with payroll staff 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 with and provides back up in submitting and monitoring all steps of payroll processing. This may include, 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 with the creation and running of payroll information queries.

Assists in completing workload of absent payroll staff members and helps assure that all deadlines are met.

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.

ADDITIONAL JOB FUNCTIONS

Attends meetings or other payroll related functions at the request of the Payroll Director.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree in accounting or a related field with a Bachelor's degree preferred, and 3 to 5 years of experience in technical accounting or bookkeeping work in the payroll 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.

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.

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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.

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

Considerable knowledge of payroll processing.

Considerable knowledge of accepted principles and practices of bookkeeping.

Working knowledge of the principles of 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 a variety of common office machines, including a computer, calculator and fax machine.

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

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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.