



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	<b>Payroll Specialist – Monthly Reporting</b>
<b>SCHOOL/DEPARTMENT</b>	Finance
<b>SALARY</b>	Salary Grade 67 plus supplement
<b>FLSA STATUS</b>	Non-exempt
<b>REPORTS TO</b>	Assistant Finance Officer
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday - Friday
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The Payroll Specialist responsible for monthly reporting, 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. The Payroll Specialist is also responsible for maintaining personnel files related to payroll, leave and retirement programs; and answering inquiries pertaining to payroll programs. Additionally, the Payroll Specialist must prepare and submit monthly FICA, State and Federal reports; calculate payouts for retiring and terminating staff; review school payrolls and edit as necessary; resolve monthly payroll audit exceptions; train and support school bookkeepers, and prepare and submit all necessary monthly payroll reports (401K, MAC, etc.).

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

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

- Considerable knowledge of the employee benefits programs
- Considerable knowledge of accounting and office practices, methods and procedures used by the school district
- General knowledge of County organization and operational policies and procedures
- 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

#### ***EDUCATION, TRAINING, AND EXPERIENCE***

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

#### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

#### **PREFERRED QUALIFICATIONS:**

- Associate's Degree or higher from an accredited institution in Accounting, Bookkeeping, or other related field
- Three (3) or more years of experience in technical accounting or bookkeeping work, preferably dealing with payroll

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Prepare, verify and enter data for monthly and special payroll payments
2. Compute proper payment according to employees' status (i.e., 10-month, 12-month employee) and show all statutory and voluntary deductions, special payments, including, but not limited to:

- a. ABC incentive bonus
  - b. Retroactive salary adjustments
  - c. Forfeited annual leave and longevity summer school and compensation bonus payments, contributions, and special withholdings
  - d. Process checks and/or direct deposits, including bank transit and account numbers
  - e. Contact financial institutions, as necessary, to resolve problems or discrepancies pertaining to direct deposits.
3. Maintain 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 form
  4. Enter payroll data into computer records and update as necessary, including verifying changes in salaries and employment status as authorized by Personnel Division
  5. Record 12-month salary option for salaried employees, as appropriate
  6. Maintain accounting of employee sick, personal and annual leave balances, and certify leave balances for employees transferring employment to other state agencies.
  7. Verify employee salaries on employment withdrawal forms for employees terminating state employment
  8. Calculate and provide employee salary projections for retiring employees
  9. Submit retiring employee information and forms to State Employees' Retirement System.
  10. Verify employees' salary and years of employment for financial institutions, as requested.
  11. Answer employees' inquiries pertaining to payroll calculations, checks, payroll policies and procedures and related matters
  12. Prepare quarterly tax reports for federal and state
  13. Prepare quarterly ESC reporting
  14. Perform monthly retirement report reconciliation
  15. Verify, distribute and answer inquiries regarding employee W2 forms
  16. Comply with MAC reporting requirements, including Quarterly Participant List and Financial Report.
  17. Perform other duties as assigned by the Assistant Finance Officer

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*