



Payroll Accountant

Job Overview

The job of Payroll Accountant was established for the purpose of providing support to payroll department 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.

This job reports to the Assistant Director of Payroll.

Job Functions

- Generates payroll and coordinates the payroll data from payroll specialists to ensure that the payroll is reconciled, reviewed and ready to be processed and forwarded to the bank/employees.
- Directing other persons within a small work unit, working under limited supervision following standardized practices, to meet deadlines and schedules by setting priorities and maintaining confidentiality, working as part of a team with detailed information/data and frequent interruptions.
- 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 other applicable County, State and Federal laws.
- 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.
- Compiles statistical and payroll data from a variety of sources (e.g. time sheets/payroll, salary adjustments, 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, garnishments 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 gathering information required to perform job functions.
- Prepares a variety of payroll related documents (e.g. invoices for overpayments, special pay from schools, stipend pays, ACH transfers, print payroll checks, voluntary and involuntary contributions, worker's compensation request, risk management request for the purpose of documenting activities, providing written reference, and/or conveying information.



- 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.
- Very knowledgeable using Excel, to review payroll and audit.
- Research 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 providers, 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.
- Prepares 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.

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

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 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Qualifications

Minimum experience: Two years in payroll experience

Minimum education: Bachelor's Degree

Required Testing: N/A

Continuing Education/Training: N/A

Required Certificates and/or Licenses: N/A

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Classified

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