

TITLE: PAYROLL OFFICER

QUALIFICATIONS:

1. Minimum of high school education
2. Knowledge of bookkeeping procedures
3. Demonstrated competence in the use of computers and popular software applications.
4. At least five years' experience in related field

REPORTS TO: Assistant Superintendent/CSFO

JOB GOAL: To maintain efficient operation of payroll function through accurate record keeping and open communication with employees and administration.

PERFORMANCE RESPONSIBILITIES:

1. Assists all employees and substitutes with payroll paperwork.
2. Works with company representatives in regard to payroll deductions and benefit offerings.
3. Calculates salaries and prepares payroll for all Board employees.
4. Maintains the time clock system for classified employees and prints weekly reports.
5. Maintains records and makes remittances to various organizations for deductions from payroll.
6. Maintains accurate tax and benefit records for employee files.
7. Keeps records of all sick and personal leave taken by employees and responsible for year-end leave reporting.
8. Maintains records of sick leave bank and catastrophic leave.
9. Maintains records and makes monthly and yearly reports to various agencies as required.
10. Maintains records for fringe benefits to be added to W-2's.
11. Maintains adequate supply of forms related to payroll.
12. Works with the Chief School Finance Officer to insure compliance with FMLA, COBRA, HIPPA, IRS Section 125, and other federal regulations related to payroll and benefits.
13. Responsible for bank and employment verifications.
14. Assisting employees with retirement forms and reporting retiree information to retirement system.
15. Responsible for historical information to former employees, other systems and retirement system.
16. Responsible for PEEHIP verification of allocations.
17. Bill local schools and other agencies for payroll items paid for out of local or other funds.
18. Assist the Chief School Finance Officer with preparation of salary schedules.

Payroll Officer

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19. Other duties as assigned.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Florence City Schools

Approved by Board of Education 4-26-13