



# Gaston County Schools

## Payroll Specialist

### Definition

Under general supervision, performs technical bookkeeping, and fiscal-clerical work in the Finance Department. Work involves administration and preparation of employee payroll records and related payments and withholdings for assigned schools. Employee is also responsible for maintaining personnel files related to payroll; leave and retirement programs; and, answering inquiries pertaining to payroll programs.

### Duties and Responsibilities

- Preparing, verifying and entering data for monthly, semi-monthly and special payroll payments, computing proper payment according to employees' status (i.e., 10-month, 12-month employee) and showing all statutory and voluntary deductions, special payments, such as ABC incentive bonus, retroactive salary adjustments, forfeited annual leave, longevity, summer school and compensation bonus payments, contributions, and special withholdings.
- Processes checks and/or direct deposits, including bank transit and account numbers.
- Contacts financial institutions, as necessary, to resolve problems or discrepancies pertaining to direct deposits.
- Maintains 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 forms, entering data into computer records and updating as necessary, including verifying changes in salaries and employment status as authorized by Human Resource Services (HR).
- Records 12-month salary option for salaried employees, as appropriate.
- Maintains accounting of employee sick, personal and annual leave balances, and certifies leave balances for employees transferring employment to other state agencies.
- Collects and maintains documents and data related to the payroll process.
- Prepares and distributes payroll "turnaround" work sheets.
- Prepares spreadsheets and maintains files of payroll related information.
- Verifies employee salaries on employment withdrawal forms for employees terminating state employment; calculates and provides employee salary projections for retiring employees and submits to State Employees' Retirement System.
- Verifies employees' salary and years of employment for financial institutions, as requested.
- Answers employees' and/or staff inquiries pertaining to payroll calculations, checks, payroll policies and procedures, and related matters.
- Verifies, distributes, and answers inquiries regarding employee W2 forms.
- Responds to the training needs of schools and central office personnel in relation to the payroll.
- Works with HR and school secretaries to collect information related to the payroll process.
- Researches salary audit exceptions.
- Keeps accurate financial records and reports.
- Performs other related work as required.

### Knowledge, Skills and Abilities

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



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- Considerable knowledge of employee benefit programs.
- Considerable knowledge of accounting and office practices, methods, and procedures used by the school system.
- General knowledge of school system organization and operational policies and procedures.
- Skilled in preparing and maintaining payroll records, deductions, and withholding reports through data processing means.
- Ability to speak and/or signal a wide-range of people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.
- Ability to read correspondence, reports, forms, turnaround documents, tax documents, payroll records, etc.
- Ability to prepare correspondence, reports, checks, turnaround documents, tax reports, etc., using proper format.
- Ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and, to determine percentages and decimals.
- Must be adaptable to performing under stress and when confronted with persons acting under stress.
- 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 in oral and written forms.
- Ability to understand and follow written and oral instructions.
- Ability to explain payroll and related personnel matters to school system employees in understandable language.
- 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.
- Ability to meet deadlines and work under pressure, working extra hours as needed.

### 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.



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- Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.
- Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.
- 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.
- 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.

### Minimum Training and Experience

- Graduation from high school supplemented by business courses and four years of clerical experience in a computer environment, preferably in a payroll and/or payroll benefits environment. Associate’s degree preferred.
- Considerable knowledge of NC school system payroll operations, regulations, benefits, and employment policy, practices, and procedures preferred.
- Experience with Sunpac<sup>®</sup> software preferred.

**This Position Reports Directly To:** Payroll Supervisor and Executive Director of Finance

**Classification:** Non-exempt

**Salary:** \$2274.00 monthly (Entry level grade 61, step 00)

### 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.

***If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.***

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**HOW TO APPLY:** Outside Applicants:

**Visit Gaston County Schools’ website at [www.gaston.k12.nc.us](http://www.gaston.k12.nc.us)**

- Select “Jobs”
- Select “Careers/Job Opportunities”
- Select “Start an application for employment”
- Complete online application

**The following documents must be uploaded to online application:**



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- Current résumé
- Copies of college transcripts (degree dated)
- Three completed current Classified Reference Surveys (from non Gaston County Schools employees and not from family members) in Applitrack application or three current, dated letters of recommendation or a combination of the two
- Copy of Certifications/Licenses

**Qualified inside and outside applicants should mail or email letter of interest and résumé to:**

Mary Jo Lindquist, Executive Director  
Business Services/Finance  
1351 Bradford Heights Road  
Gastonia NC 28054  
Email: [mjlindquist@gaston.k12.nc.us](mailto:mjlindquist@gaston.k12.nc.us)