

**Durham Public Schools**  
**Financial Services**

**Payroll Technician**  
**Job Description**

**JOB TITLE:** Payroll Technician

**REPORTS TO:** Payroll Supervisor

**SALARY:** NC 09

**STATUS:** Permanent, 12 months, Classified

**SUMMARY:** The payroll technician ensures paychecks are accurate and compliant with both state and federal tax laws. Payroll processing may include semimonthly, monthly and/or supplemental payrolls for all workers hourly and/or salaried. It will also include processing extra-duty payments as submitted and other duties as assigned by the Payroll Supervisor.

**RESPONSIBILITIES & DUTIES:**

1. Analyze, interpret and reconcile incoming payroll to ensure employees are paid correctly.
2. Prepare calculations for over and under payments.
3. Calculate and complete installment, resignation and retirement payouts.
4. Process retroactive pay and recoup over-payments.
5. Research payroll discrepancies and respond to inquiries.
6. Provide daily support to school treasurers and assist with trainings.
7. Process payroll data on a timely basis to meet mandated deadlines.
8. Work with the Budget Office to set up salaries in correct budget codes and to clear audit exceptions from DPI.
9. Accurately key medical leave as submitted by the Leave Analyst.
10. Set up new hires into the payroll system.
11. Complete work-ups for and key in salary adjustments per EPA from Licensure.
12. Reconcile leave records during the year and at year end.
13. Follow proper steps to inactivate and/or close out employee record.
14. Check email and voicemail to promptly respond to employees' questions.
15. Maintain courteous and professional open line of communications with all departments- especially HR and Budget.
16. Maintain proper security and confidentiality of all payroll information and records.
17. Perform clerical duties-letters, filing, reorganizing and cleaning out file cabinets.
18. Reconcile errors on ORBIT monthly report.

**MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:** High school diploma. Appropriate skills in operating office equipment, such calculator, computer workstation with printer, and other related machines. Prior work experience in payroll/accounting operations (public school experience preferred).

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to perform basic math calculations, including percentages and fractions.
2. Microsoft Office software knowledge (Excel, Word)
3. Strong writing and oral communication skills and ability to understand instructions requiring multiple steps.
4. Good organization skills and flexibility in working with others.
5. Quick problem solving skills.

**RESOURCE REQUIREMENTS:**

☒ Laptop      ☒ Desktop computer (may be docking station with laptop)  
☒ E-mail address    ☒ Outlook    ☒ VPN (WiFi remote access to  
☐ Cellphone      ☐ Pager  
    workstation)  
☐ iPad  
☒ Office phone    ☒ 10 digit telephone number    ☒ 5 digit extension  
☒ Printer/Scanner    ☒  
 Calculator    ☒ Fax  
☐ District vehicle  
☒ Software: Microsoft Office Suite of software,  
 Adobe, ☒ ERP  
☒ SharePoint      ☐ Audio recording  
 device    ☒ Web site access  
☐ Building access key/code (for necessary building access during non-traditional hours)

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines including computer, calculator, printer and check sealer. Sedentary work involves sitting but may involve walking, bending or standing for periods of time.

**DISCLAIMER: (do not change- this is standard for each position)**

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

**(The employee should sign that he/she has read and understands the job description at the hiring conference or with hiring manager on first day of work)**

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Signature

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Date