Payroll Specialist Job Description

Reports to: Payroll Supervisor & Chief Finance Officer

Job Function: Accurately and timely process the payroll checks and collect and maintain accurate payroll information for all district employees.

Job Summary: Performs work, including but not limited to, audit and enter payroll information; obtain correct pay levels and authorizations for new employees from HR; create, maintain and monitor data files necessary to perform payroll operations; coordinate the payroll process for all district employees, prepare request for state and federal funds; supervise and provide assistance to school bookkeepers and other payroll department employees, prepare the bank direct deposit file, and other general payroll duties.

Work Tasks/Responsibilities:

1. **Audit and enter payroll information.**
   Review and correct monthly payroll for assigned locations and schools. This includes manually keying various timesheets, bonuses and deductions.

2. **Obtain correct pay levels and authorizations for new employees from Human Resources.**
   Responsible for reviewing and accepting staff actions from Human Resources. Maintain compliance with State pay guidelines for certified and classified staff.

3. **Create, maintain and monitor data files**
   Responsible for the proper and accurate maintenance of employee records including employee profiles, account codes, leave balances and employee start and stop dates.

4. **Prepare request for State and Federal funds and the direct deposit file.**
   Monthly must have payroll finalized to meet State deadlines for ordering cash and bank deadlines for sending the direct deposit file.

5. **Coordinate the payroll process for all district employees.**
   Answer questions from school bookkeepers and employees. Verify the accuracy of attendance data entered by school bookkeepers. Process miscellaneous payments to employees.

6. **Supervise other payroll department employees.**
   Answer questions from and train other payroll department employees.

7. **Other general payroll duties.**
   Facilitate the distribution of payroll checks, process monthly payroll deduction reports and reconcile payments, investigate and correct salary audit exceptions, provide training annually to district staff. Assist the Payroll Supervisor in a variety of other activities as may be assigned.

Job Specifications:

Knowledge:

- Knowledge of Governmental Accounting Standards
- Knowledge of State, Federal and Local statutes and policies
- Knowledge of the LINQ computer software package
- Proficient with Microsoft and Google products
- Knowledge of FLSA

Skills:

- Professional written and verbal communication and interpersonal skills.
- Ability to analyze financial data and prepare payroll records.

Qualifications:

- Experience in North Carolina local government and/or school system environment *preferred* OR
- Minimum of 3 years public or private accounting experience

Terms of Employment: 12 months