



JOB TITLE: Accountant - Payroll
DATE REVISED: August 5, 2026
REPORTS TO: Director of Payroll
DEPARTMENT/CAMPUS: Financial Services
PAY GRADE/DUTY DAYS: AP2, 235 Days
FLSA: Exempt

JOB PURPOSE SUMMARY:

The Payroll Accountant is responsible for overseeing payroll processes, ensuring the accurate and timely processing of payroll transactions, and maintaining compliance with district, state, and federal regulations. The position handles the reconciliation of payroll accounts, manages payroll-related bank accounts, and supports both internal and external payroll-related inquiries, while serving as a key liaison between financial services, payroll, and benefits departments.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:**Payroll:**

- Responsible for accurate processing and auditable retention of Auxiliary department supplemental pay requests and pooled comp time entries in accordance with local, state, and federal requirements.
- Responsible for entry, file maintenance, semi-monthly deduction check verification and distribution, and any correspondence involving voluntary payroll deductions (professional dues and tax sheltered annuity deductions).
- Prepare and submit semi-monthly deduction information and payment to third-party administrators for flexible spending and health savings plan payroll contributions.

Fiscal Management, Compliance and Reporting:

- Create and post journal entries in compliance with TEA rules and district policies including, payroll disbursements, earnings adjustment fringe reclassifications, external benefit payments, payroll reconciliation adjustments, TRS Child Nutrition federal contribution expenses.
- Create and submit cash transfers and related journal entries for payroll transactions outside of payroll and paycheck runs in compliance with TEA rules and district policies
- Monitor monthly reconciliation of all payroll-related bank accounts and address discrepancies.
- Reconcile payroll general ledger accounts monthly to ensure accuracy.
- Reconciles district insurance premiums monthly and year to date, and requests payment or credits as necessary.
- Reconciles TRS (employee and employer) payroll deductions with submitted TRS reports monthly, submitting discrepancies for corrective action.
- Ensure compliance with district policies, TEA rules, and GASB pronouncements in all payroll processes.
- Assist with internal and external audits, including year-end audit and CAFR (Comprehensive Annual Financial Report) procedures.
- Maintain internal controls to safeguard payroll data and ensure financial transactions are properly documented and recorded in compliance with federal and state payroll tax regulations.

Collaboration and Communication:

- Collaborate with the Benefits Department to process employee benefit deductions and resolve discrepancies related to insurance premium reconciliations.
 - Assist campuses, departments, and external parties with payroll-related inquiries, providing timely and accurate information.
- Cross-train with other payroll personnel and provide backup support when necessary.

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Technology and Data Management:

- Utilize payroll software (e.g., Frontline ERP, Microsoft Office, Google Workspace) to process payroll and manage employee deductions.
- Provide technological support for TRS (Teacher Retirement System) reporting and payroll-related software issues.
- Maintain proficiency in up-to-date payroll systems and software, ensuring efficient and accurate payroll processes.
- Assist in the development and maintenance of payroll-related training materials and best practices for district personnel.

General:

- Demonstrate support for the District's Shared Vision, Mission, and Promise 2 Purpose through daily actions and communications.
- Maintain emotional control under stress, particularly during peak payroll processing periods.
- Participate in departmental, District, and organizational meetings as required.
- Display integrity, responsibility, accountability, teamwork, and ethics in all job functions.
- Perform other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- Bachelor's degree in Accounting or related field preferred.
- At least one year of experience in payroll, governmental accounting, or financial reporting, preferably in a school district or government setting.
- Proficiency with Frontline ERP, Microsoft Office, and Google Workspace is required.
- Strong communication, organizational, and data management skills.

CORE KNOWLEDGE, SKILLS & ABILITIES:

Financial Accuracy – Ensures accuracy in all payroll processing, reporting, and reconciliations, adhering to established standards.

Technology Proficiency – Proficient in using payroll and accounting software, and capable of troubleshooting technical issues related to payroll systems.

Compliance and Auditing – Maintains compliance with district policies, TEA rules, and GASB guidelines while supporting internal and external audits.

Effective Communication – Clearly and professionally communicates with staff, departments, and external vendors to ensure smooth payroll operations.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent sitting, standing, and walking in an office environment. The role involves operating office equipment such as computers, copiers, and telephones, and may require lifting or carrying materials weighing up to 15 lbs. The work environment is primarily indoors in a climate-controlled setting. This position requires maintaining emotional control under stress, particularly during payroll processing periods and audits.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number:** _____

Employee Signature: _____ **Date:** _____

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