

PITT COUNTY SCHOOLS

Position Description

Position Title: District Payroll Specialist

Reports To: District Payroll Supervisor
Chief Financial Officer

Supervises: No one

Evaluated By: District Payroll Supervisor

Knowledge, Skills, Abilities Required: Knowledge of rules and regulations governing payroll procedures at local, federal, and state levels; general knowledge of data processing operation and equipment; knowledge of bookkeeping and secretarial skills; workable knowledge of budgetary procedures; ability to interpret, analyze, and report information; ability to communicate effectively with general public.

Education, Training Required: Two-year degree in accounting, business administration, or Finance or equivalent experience in a bookkeeping/payroll clerk position. Spreadsheet and data base capabilities. Thorough understanding of accounting procedures.

Term of Employment: 12 months

Responsibilities:

1. Set up and maintain position assignments, payroll codes, employee demographics, and salaries in the Pitt County Schools payroll system.
2. Prepare and maintain employee and school payroll files. Purge payroll records in accordance with record retention policies.
3. Provide financial and payroll reports to Administrative and other school level personnel as needed and requested.
4. Research and respond to verification of employment requests that come into the Finance Office.
5. Provide updated demographic and payroll information to school payroll secretaries and/or school employees.
6. Prepare and distribute payroll schedule to all schools and departments heads.
7. Bill schools for reimbursement of substitute teacher pay.

8. Collect and process monthly payroll data from schools and administrators. Prepare supplement and other special payrolls as needed
9. Submit Federal and State payroll taxes and resolve all IRS and State Department of Revenue questions. Prepare quarterly Federal and State tax reports.
10. Maintain payroll records and compile data for various reports, budgeting needs, and auditors.
11. Cross check and verify preliminary payroll runs for accuracy prior to processing of final payroll runs for the period.
12. Update and maintain employee supplemental retirement deductions. Work with supplemental retirement third party administrators to ensure accurate and timely supplemental retirement deductions.
13. Educate school payroll secretaries, school Administrators, and employees on the rules and requirements of The Fair Labor Standards. Communicate to the Assistant Superintendent of Finance on any school findings found not to be in compliance with these requirements.
14. Assist in setting up and maintaining pay tables in AS400 system including creation and running of queries as needed.
15. Set up bank routing and account numbers for direct deposit.
16. Prepare payroll spreadsheets as needed for cost analysis and budgeting purposes.
17. Resolve State audit and budget exceptions regarding employee salary.
18. Type correspondence, memos, and reports as requested.
19. Answer the telephone in a professional manner, record, and deliver messages
20. Keep payroll procedures current and oversee revisions.
21. Work closely with the Human Resources department on various and numerous reports.
22. Help provide the internal audit function over payroll for the Finance department and the individual schools.
23. Perform other such duties as assigned or requested by the Chief Financial Officer or Assistant Superintendent of Human Resources.