**POSITION TITLE:** Payroll Specialist  
**TERM OF EMPLOYMENT:** 12 Months

| DATE: 6/26/2019 | DATE OF LAST REVISION: 5/2/2018 |
| FLSA EXEMPTION STATUS: NON-EXEMPT | PAY GRADE: |

**JOB SUMMARY:** Prepare employees’ pay vouchers in an orderly and timely manner. Employee is also responsible for maintaining personnel files related to payroll, leave and retirement programs; and answering inquiries pertaining to payroll programs. The performance of these duties requires a detailed knowledge of current payroll laws and practices and the ability to review large volumes of detailed information for accuracy and completeness.

**ESSENTIAL JOB FUNCTIONS**

1. Prepare, verify and enter data for monthly, semi-monthly and special payroll payments, computing proper payment according to employees’ status (i.e., 10-month, 11-month, 12-month employee) and showing all statutory and voluntary deductions, special payments, such as incentive bonuses, retroactive salary adjustments, longevity, summer school and compensation bonus payments; processes checks and/or direct deposits in an orderly and timely manner.

2. Maintain employee payroll records, including data such as names, addresses, telephone 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 Resources; records 12-month salary option for salaried employees, as appropriate.

3. Provide information to employees about inquiries pertaining to payroll calculations, checks, payroll policies and procedures and related matters.

4. Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.

5. Process paperwork for new employees and enter employee information into the payroll system.

6. Compile data for periodic reports.

**DUTIES & RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>List most important duties first</th>
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<tbody>
<tr>
<td>1. Communicate with Human Resources to keep abreast of salary issues, resignations and new hires.</td>
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<tr>
<td>2. Work closely with the Benefits Department to ensure accuracy of deductions.</td>
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<tr>
<td>3. Work closely with schools and department heads to ensure accuracy in payment.</td>
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<td>4. Work closely with Human Resources and employees in the preparation of leave calendars for approved Leaves of Absence.</td>
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<td>5. Verify attendance, hours worked, and pay adjustments, and post information onto designated records.</td>
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<td>6. Keep track of leave time, such as vacation, personal, and sick leave, for employees.</td>
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<td>7. Communicate with other agencies/school systems concerning transfer of accumulated leave balances.</td>
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<td>8. Prepare and report verifications of employees’ annual wages to requesting agencies.</td>
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<tr>
<td>9. Assist with training for new and existing school employees involved in preparing payroll.</td>
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<tr>
<td>10. Attend seminars and in-service meetings to stay abreast of changes in state, local and</td>
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Union County Public Schools
Job Description

1. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

<table>
<thead>
<tr>
<th>Minimum Qualifications</th>
<th>Desirable Qualification</th>
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<tbody>
<tr>
<td>Two-Year Associate Degree OR an equivalent combination of experience and training that provides evidence of the knowledge, skills, and abilities required to be successful in performing the position’s duties and responsibilities</td>
<td>Bachelor’s Degree in Business or related field</td>
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<td>Ability to communicate with a wide range of employees, vendors, and other audiences.</td>
<td>2-3 years’ experience in payroll processing</td>
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<td>2-4 years’ experience in using payroll systems or accounting system software.</td>
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<td>Knowledge of NC Public School financial systems and processes.</td>
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KNOWLEDGE, SKILLS, AND ABILITIES

JOB KNOWLEDGE
- Considerable knowledge of Federal, State, and local laws and School System policies and procedures governing payroll administration.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws.
- Considerable knowledge of accounting and office practices, methods and procedures used by the school system.
- Skill in preparing and maintaining payroll records, deductions and withholding reports through data processing means.
- Understand written sentences and paragraphs in work related documents.
- Possess skills and job knowledge to perform the essential functions of the job.

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
- Perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.
- Understand written sentences and paragraphs in work related documents.
- Ability to explain payroll and related personnel matters to School System employees.

WORK COMPLEXITY/INDEPENDENT JUDGEMENT
- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.
- Must be adaptable to performing under stress and when confronted with emergency.
PROBLEM SOLVING
- Ability to verify documents and forms for accuracy and completeness.
- Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate.
- Problem solving is required to analyze issues and create action plans.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

COMMUNICATION/INTERACTIONS
- Communicating effectively in writing as appropriate for the needs of the audience.
- Ability to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment.
- Talk to others to convey information effectively.
- Requires the ability to deal with people beyond giving and receiving instructions.

CUSTOMER RELATIONSHIPS
- Ability to reason, make judgments, and maintain effective working relationships with others.
- Ability to provide excellent customer service.
- Ability to build and maintain cooperative working relationships with all parents, students and school/department personnel within UCPS.

PHYSICAL REQUIREMENTS
WORK ENVIRONMENT:
Strength: Sedentary/Medium - Exert force 10-40 lbs., frequently; and up to 20 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from classrooms to exposure to outside weather conditions with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.