

**LOGAN COUNTY SCHOOLS
JOB DESCRIPTION**

Position: Professional Payroll Accountant

Location: CENTRAL OFFICE

Job Posting ID: 74243 - September 21-25, 2026

Salary/Benefits As Per Teacher's Salary Pay Scale <https://5il.co/2c7dg>; Paid Sick Leave; Retirement Plan; Life Insurance; Health Insurance; Optional dental, vision.

Evaluated by: Chief School Business Official/Treasurer

Job Description: The Professional Payroll Accountant is responsible for the computation and verification of all personnel financial records, payroll and all matters directly related to these responsibilities. The Professional Payroll Accountant shall assist the Chief School Business Official/Treasurer in matters pertaining to wage and salary administration and preparation of financial and salary studies and reports.

Qualifications: Bachelor's Degree in Accounting or Business Administration
Has knowledge and skills necessary to operate a personal computer
Has a working knowledge of EXCEL Spreadsheets

Length of Employment: 261 Days

Responsibilities: The Professional Payroll Accountant shall have the following responsibilities and duties:

1. To prepare and maintain a list of all employees with salary and related information.
2. To maintain financial records on all employees with salary and related information.
3. To maintain records of all employees' vacation, sick leave, personal leave and leave without pay.
4. To maintain records of deductions and files necessary reports on federal and state income tax, FICA and retirement.
5. To be responsible for the issuance of Federal Form W-2 withholding statement before January 31st of each year.
6. To prepare the semi-monthly payroll for all county school personnel and any special payrolls and all related reports.
7. To distribute checks to central office and school administrators.
8. To research and prepare the necessary report(s) on any aspect of wage and salary administration, fiscal procedures, budgeting expenditures or other aspects of the business services of the county as requested by the Business Manager/Treasurer.
9. To assist employees with forms, correspondence, and inquiries regarding taxes, garnishments, salaries and dues.
10. To serve as a resource person to other personnel in the area(s) of responsibility.
11. To serve in an advisory capacity to principals and other administrators in matters pertaining to payroll, wages, salaries and attendance reports.
12. To train and assign appropriate tasks to the Payroll Supervisor.
13. To evaluate the Payroll Supervisor.
14. To perform other duties as assigned by the Business Manager/Treasurer.
15. To maintain professional work habits.
16. To maintain and upgrade professional skills.