

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Payroll Officer

Department: Business Affairs

**Grade H
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: July 2009

**Reports To: Accountant-Payroll/
Reconciliation**

Purpose of Job

The purpose of this job is to perform administrative/financial functions in a centralized payroll operation for a county wide school system using knowledge of accounting principles and practices. Duties and responsibilities include processing payroll activities; calculating appropriate payroll income/deductions; balancing accounts; processing garnishments and handling other aspects related to accurate processing of School System payroll.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Receives and verifies time and attendance records via time and attendance software including leave taken; reviews for accuracy and proper authorizations; calculates and ensures payment of all documented earnings less authorized and required deductions.

Calculates overtime, compensatory time earned/taken and special payments as necessary applying applicable FSLA regulations.

Receives Personnel Actions via payroll software reflecting new hires, status changes, etc.; calculates salary adjustments; processes activity as appropriate.

Prepares paychecks for all employees and coordinates distribution.

Maintains employee status changes in the time and attendance software to insure accuracy for processing the time and attendance records.

Performs calculations and prioritization of garnishments in compliance with garnishment order and applicable state/federal regulations and processes payment.

Prepares and balances bank deposits and/or wire transfers for Direct Deposit, Regular Payroll and Payroll Taxes;

Functions as liaison between employees (currently 3,800 plus) and approximately 500 banks to establish direct deposit accounts and address deposit issues if necessary.

Prepares all payroll entries required to process voided checks and replacement checks and reallocates labor and benefit accounts for employee transfers.

Prepares all payroll entries required to refund pre-tax payroll deductions and processes refund check.

Analyzes leave accruals and leave usage for sick, annual, personal, comp leave and sick leave bank for employees taking a leave of absence.

Prepares calendar identifying scheduled schoolwork days, reporting periods, pay schedule, etc.; copies and distributes. Makes revisions to work calendar as necessary.

Balances payroll accounts and payroll related liability accounts on a monthly basis.

Processes deductions for approximately 500 employees electing to deduct a fixed dollar amount from their paychecks to be distributed during July and August. Processes payments for July and August or upon employee termination. Reconciles liability account for summer distribution in the general ledger and makes adjustments as necessary.

Balances and prepares federal and/or state payroll reports and submits in a timely manner.

Utilizes district technologies and various software programs appropriate to the position.

Provides assistance to auditors by identifying requested information and answering inquiries regarding the payroll operation.

Receives reports/forms; reviews/compares data for accuracy.

Responds to employee contacts (3,800+ current employees) regarding earnings, leave balances, garnishments, deductions and other salary/benefit related issues.

Responds to routine requests for information from and/or provides technical assistance to members of the staff, the public or other individuals.

Councils with faculty who may be taking a Leave of Absence or who may be Terminating employment to offer possible options for their disbursement of pay using the FMLA rules and regulations to meet their financial needs.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Two years of college with a minimum of 12 semester hours in accounting, with three or more years of experience in payroll in a medium to large organization. Additional years of payroll experience may be substituted for each year of the college requirement; or

A Bachelor's degree with 24 semester hours in accounting coursework and one year of payroll experience in a medium to large organization.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and Business Office practices as they pertain to the performance of duties relating to the job of Payroll Officer. Has considerable knowledge of Business Office practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines, which includes a computer, printer, check bursting machine, microfiche reader, paper shredder, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Payroll Officer. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Payroll Officer.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Payroll Officer.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date