GREENE COUNTY SCHOOLS
Job Description

Title: Certified Payroll Administrator

Qualifications:
1. Minimum Associates Degree (Business or Related Area) Preferred
2. Prior Payroll Experience and Human Resources Experience desirable
3. Must possess numerical aptitude and competence
4. Knowledge of payroll and finance software systems

Reports To: Assistant Director

Job Goal: To ensure the orderly and systematic continuation of all functions of certified payroll.

Performance 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 as assigned.

Payroll
1. Performs all functions necessary to process multiple payrolls (certified), including maintaining related records, filing tax reports and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, documenting and updating procedures, and preparing special reports for management.
2. Calculates annual salaries and monthly salary adjustments; coordinates with Budget Director in this area. Research is required in all cases; requiring calls to past employers and consulting with the state PIRS system.
3. Processes accounts payable warrants for certified payrolls, retirement, and unemployment reporting; including obtaining approval by the County Trustee.
4. Performs adjustments to payroll system when necessary (i.e. system set-up, tax tables, changes in reporting requirements).
5. Accrual maintenance for certified sick and personal leave. Includes transfers, recalculations, and adjustments as necessary.
6. Researches and responds to all incoming requests regarding certified employees.
7. Reviews the Substitute payroll report monthly for discrepancies between certified and substitute payroll and submits to classified payroll administrator.

Human Resources

1. Performs all activities necessary to ensure human resources requirements and compliance are met for all certified employees; additional to some functions required for all system employees. Attends meetings pertaining to updates with Retirement, Unemployment, Human Resources, and Payroll changes. Disseminates all information pertaining to certified

employees as necessary.

2. Maintains teacher certificates and assists teachers in applying for certificate renewal or updates. Maintains all certified personnel files.
3. Processes all functions for the Department of Employment Security for all system employees; including monthly and quarterly unemployment reporting and maintains all reporting with UTrust. Attends unemployment claim dispute meetings and speaks on behalf of the system when a supervisor is not present.
4. Maintains compliance with TCRS in regard to employment of Retired Certified Employees.
5. Presents to all certified new hires at the annual orientation and conducts all on-boarding documentation and implementation.
6. Maintains annual PIRS reports on certified employees (December 1st and End of Year).
7. Provides assistance and consultation to certified personnel on retirement applications and inquiries; including calculation and process of retirement bonuses.
8. Assists all certified personnel on leave of absence forms and documentation required including official letters of notification
9. Processes and tracks FMLA for all system employees.
10. Certified Sick Bank: Administers, processes, and conducts meetings. Prepares approval/denial letters and communicates to personnel.
11. Calculates and processes the monthly TCRS and Great West Financial retirement reports; including payment submission. Responsible for all certified maintenance and monthly balancing of these accounts and reports.
12. Provides monthly report of new hires, separations, and leaves
13. Maintains the Employee Information Web Page.
14. Assists with full time/part time status tracking for health care compliance
15. Provides annual contracts to certified employees
16. Enrolls substitute teacher applicants and monitors substitute management system.

Additional Duties: Required to hold a Notary Public Certification

Physical Demands:

1. Stooping and/or kneeling
2. Sitting for long periods of time
3. Reaching
4. Talking
5. Hearing
6. Seeing

Temperament
(personal traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of different nature without loss of efficiency or composure.
2. Adaptability to dealing with people beyond giving and receiving instruction
3. Adaptability to dealing with people.
4. Ability to prioritize tasks according to urgency and importance

Capacity & Ability Requirements Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles; ability to reason and make judgments
2. Verbal: Ability to understand meanings of words and ideas associated with them, and to use them effectively
3. Numerical: Ability to perform arithmetic operations quickly and accurately
4. Data Perception: Ability to understand and interpret information presented in the form of reports, spreadsheets, or tables

Working Environment

1. Office Environment
2. Indoors under climate controlled conditions
3. Moderate to high stress environment

General Requirements The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Terms of Employment Twelve month year, classified, nonexempt. Salary and work year to be established by the Board.

Evaluation Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: Date:

Employee: Date: