



Columbia County School District Job Description

Position Title: Transportation Bookkeeper		
Department: Transportation	Evaluation Instrument: Performance will be evaluated annually by the Director of Transportation in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule, Grade J	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Director of Transportation		

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent required. Associates or Bachelor’s degree in related field preferred.

Essential Knowledge/Skills: Knowledge of procedures involving AESOP, EMMA and Smart Fusion; ability to perform a variety of functions using interrelated hiring practices; strong knowledge of benefits information; ability to resolve payroll errors and make adjustments in calculations; ability to evaluate information from time sheets and work efficiently in the payroll system; knowledge of state and federal laws and regulations regarding pay, benefits, and leave; strong computer application skills; ability to maintain records with a high degree of accuracy; strong interpersonal and human relations skills; ability to read and interpret documents such as manuals; ability to write routine correspondence; ability to speak effectively in one-on-one communications with employees; ability to add, subtract, multiply, and divide in all units of measure; ability to use numbers; common fractions, and decimals; ability to compute ratios and percentages; and ability to effectively resolve problems involving concrete variables in standardized situations.

Experience: Minimum two years’ experience in a payroll related field preferred.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

Primary Responsibility: To be responsible for the operations of all payroll and leave functions within the Transportation Department, including payroll authorizations and time reporting, workflow management, customer service relations, and new employee orientation.

- Maintain the information for EMMA, AESOP, and Smart Fusion.
- Regulate time off/vacation for transportation employees according to the departments demands.
- Oversee and verify accuracy of monthly, semi-monthly, and miscellaneous payroll for all transportation employees.
- Communicate with management and other departments as needed to complete payroll and leave functions for the Transportation Department.
- Communicate with personnel and the central office Payroll Services Department to execute successful payroll processing.
- Work with the Director of Transportation, assistant director, manager, and supervisors, to execute successful payroll processing.
- Work with Fleet Maintenance, Human Resources, Benefits, Retirement Services, and Safety and Training personnel to execute successful payroll processing.
- Coordinate and maintain preparation of monthly, semi-monthly, and miscellaneous payroll.

- Plan monthly schedule to ensure promptness of leave account and payroll activity.
- Supervise and organize issuance of all transportation payrolls.
- Review need for hand-drawn paychecks and void before submitting to the CCBOE Payroll office.
- Supervise and manage all reporting for the transportation payroll accounting system.
- Counsel transportation employees concerning payroll and benefit concerns.
- Audit payment for training and staff development for the Transportation Department.
- Supervise and manage the leave accounting system for the Transportation Department.
- Supervise and implement all changes to employee leave.
- Supervise the Fair Labor Standards Act (FLSA) payroll as part of the leave accounting system by proofing and correcting the payable time through the EMMA system due to hourly changes and leave.
- Control and maintain all history and maintenance of the leave accounting system.
- Review and audit leave information received from the Leave Office for the Transportation Department.
- Counsel transportation employees concerning leave balances.
- Conduct classes for all new transportation employees, explaining CCBOE payroll applications and how employees' payroll may be impacted.
- Collect pertinent documents for Human Resources, Employee Relations, and central office payroll purposes.
- Communicate with employees and resolve any payroll issues regarding hourly status, extra/overtime pay, leave, and semi-monthly status, including overpayments.
- Speak at zone meetings when requested by the Transportation Support Manager to review the Transportation Department and CCBOE application process.
- Calculate overpayments made to transportation employees.
- Submit correspondence to employees and track status of repayment/payroll deductions.
- Perform other duties as assigned by the Director of Transportation.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: January 2015