



Columbia County School District Job Description

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

MINIMUM QUALIFICATIONS

Education: Minimum of Associate Degree in Accounting or B.S. or B.A. in Accounting, Finance or Business.

Essential Knowledge/Skills: Considerable knowledge of compensation and benefits accounting, federal and state tax and labor laws. Knowledge of data processing programs and databases involving wages and benefits; or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities.

Experience: Minimum three years experience in a public or private sector business function of payroll preparation and reporting.

GOAL

To manage all aspects of the payroll function.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Prepares payroll for 3,000+ employees including making changes for taxes, experience, certification, and salary.
- Prepares checks and pay vouchers for separation and distribution to schools or departments.
- Prepares federal, state, and social security tax reports, and direct deposit reports.
- Prepares quarterly Labor Department Report on all employees for all taxable and nontaxable wages.
- Deposits federal and state withholding taxes after each payroll.
- Completes all verification of employment forms as requested by financial institutions and agencies.
- Prepares annual W-2 tax reporting forms for all employees of the Columbia County School District and distributes forms to employees and appropriate federal and state agencies.
- Enters all employee information into the payroll program, including dates of employment, transfers, and terminations; employee personnel data; salary and deductions. Also, enters employee salary distribution to appropriate QBE areas as reported on payroll information forms and as required by the QBE Law.
- Interprets policies and procedures relating to payroll and benefits due Board employees and assists with information distribution regarding benefit areas.
- Maintains employee files for all employees pertaining to employee payroll information forms and salary.
- Prepares annual list of accumulated sick and annual leave for all employees, transfers leave, and prepares incentive pay list of eligible employees annually.
- Prepares substitute teacher pay report and submits to payroll department.
- Responsible for all employee leave reporting.
- Maintains an adequate inventory of payroll checks.
- Prepares replies to inquiries regarding payroll from individuals, companies, and agencies.
- Develops and maintains statistical monitoring system in order to provide management with key utilization data.
- Performs related duties as assigned by the Chief Financial Officer.

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: December 2015