

Somerset County Public Schools

Job Description

Job Title: Payroll Accountant
Department: Finance Department
Reports To: Chief Financial Officer
FLSA Status: Non-exempt
Prepared By: Wendy L. Harrison
Prepared Date: 1/22/14
Approved By: Superintendent
Approved Date: April 25, 2014

I. Summary

The Payroll Accountant performs various administrative and accounting functions to prepare, process and maintain the information required for payroll and related reports.

II. Essential Duties and Responsibilities include the following:

- Preparation and distribution of payroll and related reports.
- Responds to inquiries regarding payroll including response to phone calls, preparation and distribution of correspondence, forms and documents.
- Works in coordination with Human Resources to process and/or confirm changes to the employee database based on proper documentation.
- Performs reconciliation of salaried and substitute payroll.
- Review, data entry and upload of timesheets and miscellaneous pay.
- Review and data entry of leave.
- Prepares timely remittance of payroll taxes and coordinates payment of withholdings.
- Monitors payroll general ledger accounts.
- Performs reconciliations, account analysis, and journal entries.
- Preparation of tax reports monthly, quarterly and annually. (e.g. 941, Unemployment, State taxes, W-2's)
- Preparation of State Retirement reports in accordance with requirements.
- Preparation of various payroll reports (e.g. budget, financial reporting, negotiations, Worker's Compensation).
- Maintenance of state and federal tax tables.
- Provides reports and documentation as necessary for audits.
- Maintains payroll files and records.
- Makes suggestions for improvements of the finance department policies and procedures.
- Assist with training other staff to improve financial reporting and compliance with policies.
- Provides assistance and support to other Finance Staff as appropriate.
- Performs other duties as assigned by supervisor.

III. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

Minimum requirement of an Associate Degree in Accounting or Business. At least three (3) years work experience in an accounting field. Knowledge of school systems and proficiency with SunGard eFinance or comparable accounting software is preferred.

B. Certificates, Licenses, Registrations

A valid driver's license is required.

C. Language Skills

Ability to read, analyze, and interpret technical procedures, reporting manuals, education law and legislation. Ability to comprehend and communicate effectively in English.

D. Mathematical Skills

Ability to calculate using an adding machine and apply basic concepts of algebra.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

F. Computer Skills

Experience in the use of Microsoft Office software including Excel, Word, and Outlook. Knowledge of basic accounting software functions. Proficient with data entry and typing.

G. Other Skills and Abilities

Time management, efficiency, and organizational skills are critical for meeting deadlines and reporting requirements. Ability to work collaboratively to accomplish system wide goals.

H. Other Qualifications

Must be detail oriented and able to accomplish a wide variety of tasks. Highest level of integrity, accountability, dependability, timeliness and professional ethics is expected. Ability to properly maintain and handle confidential information.

IV. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.