

MARION COUNTY JOB DESCRIPTION

Position Title: Payroll/ Accounting Manager	
Department: Central Office	
Reports To: Superintendent	
Approved By: Marion County Board of Education	Date: May 2014

SUMMARY: Performs responsible payroll duties and manages employee benefit programs for district by performing the duties listed below

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Calculate salaries for all school district employees.
- Process payroll data for all school district employees and maintains accurate, up-to-date files of all payroll information.
- Prepares and verifies checks; prepares reports for vendor checks and mail.
- Prepares required governmental reports; retirement, unemployment, IRS, W-2's, etc.
- Distributes payroll deductions in compliance with local, state and federal statutes.
- Works with representatives of government and retirement agencies to provide information.
- Maintains employee attendance records; verify and input individual sick leave, personal leave and emergency days allowances and usage.
- Processes salary information from computer system for PSD report.
- Processes Classified Staff Data Report and County Employees Report semi-annually.
- Processes annual Teachers' Retirement Report.
- Distributes insurance materials and related information to employees.
- Receives and verifies billings from a variety of benefits carriers; prepares checks to pay related billings.
- Updates and maintains employee files regarding changes in benefits and employment as necessary.
- Communicates with insurance companies and employees; corresponds with insurance companies on behalf of employees.
- Coordinates health insurance open enrollment for employees.
- Processes and maintains records of staff leaves, terminations, etc. for notification of FMLA and/or COBRA coverage.
- Processes forms for verification of experience and retirement records for past employees.
- Administer sick leave bank and sick leave donation program.
- Maintain employee accruals
- Prepare attendance and payroll reports
- Prepare and sort printed payroll advices for distribution to employees.
- Process mortgage verification forms.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: 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.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Business Administration or related field and/or 5 years of experience in related payroll field.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS: Ability to calculate figures and amount such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Knowledge of bookkeeping practices and ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as files or computer reports. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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

The noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

File Name: Office Manager - Payroll/Benefits