

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Payroll Administrator

FLSA: Exempt

GENERAL SUMMARY

Under general supervision, is responsible for processing and distributing employee payroll information, W-2 forms, and monthly/quarterly reports. Reports to the Director of Finance.

ESSENTIAL FUNCTIONS

Produces semi-monthly payrolls (and mini payrolls, as needed) which involves such duties as calculating salaries, printing pre-lists, balancing payrolls, and setting up payroll runs with all appropriate reports. Prints checks and direct deposit notifications, supervises the manual stuffing of checks, and distributes payroll checks and reports to appropriate offices. Balances and posts payroll information, calculates taxes for each payroll and notifies the accounting department.

Prepares, reviews, and processes various records and reports including monthly and quarterly retirement reports, Form 711 (S.C. Retirement System), tax reports, etc.

Enters new employee data into computer. Obtains required forms as needed for payroll processing; makes labor history changes. Balances, prints and distributes W-2 forms and files reports in a timely manner.

Balances, produces and files all appropriate monthly and quarterly tax and other mandatory reports. Runs accrual (July and August) payrolls in conjunction with accounting.

Interacts and communicates with various individuals and groups in the performance of duties such as District employees, the Internal Revenue Service, computer software companies, members of S.C. Payroll Association, State Department of Education personnel, and outside accounting firms.

Responds to phone calls and correspondence. Assists in communications between the personnel department, schools and employees.

Operates office equipment such as a computer, calculator, copier, typewriter, printer, postage machine, paper shredder, and telephone in the performance of duties.

Willingly performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Associate's Degree in Accounting with 6-9 years of payroll processing experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid South Carolina driver's license.

Knowledge:

Thorough knowledge of school District methods, procedures, policies and activities pertinent to the duties of the position. Is knowledgeable and proficient in the use of computers and computer payroll programs. Knows how to prepare payroll records and reports. Knowledge of the applicable tax laws and regulations as they pertain to payroll processing. Knowledge of the principles, methods and practices of accounting. Knows how to provide training and assistance to other employees as necessary.

Skills/Effort:

Ability to understand and apply District policies and procedures. Has the ability to communicate effectively with employees, supervisors, and other agencies involved in the activities of the department. Has the ability to compile, organize, prepare and maintain an assortment of payroll records, reports and information in an effective manner. Has strong organizational, time management, and mathematical skills. Possesses the ability to apply modern accounting procedures in performing job duties. Is able to keep abreast of changes and developments in payroll computer programs. Is able to use independent judgment and discretion as needed in dealing with confidential information and documents. Is capable of working under a degree of stress related to duties that require constant attention and/or tight deadlines. Ability to use general office equipment such as computer, copier, calculator, etc.

Working Conditions:

Duties are conducted primarily in an office environment with little to no significant exposure to environmental or hazardous conditions. Requires ability to work under a degree of stress related to duties that require constant attention and meeting deadlines. Physical demands are restricted to office work requiring the lifting/moving of items weighing up to fifty pounds. Occasional local travel is required. No overnight travel required. Job requires the operation of standard office equipment.

Responsibility:

No direct budgetary responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____
_____ Date: _____
_____ Date: _____