

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

CHIEF ACCOUNT CLERK - PAYROLL

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Associate's Degree in bookkeeping, accounting or a related field or the equivalent in work experience.
- (3) Minimum of five (5) years successful experience in bookkeeping, accounting or a related field.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan, organize and analyze. Ability to utilize personal computer / mainframe software and hardware. Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Effective oral and written communication skills. Possess good mathematical skills.

REPORTS TO:

Assistant Superintendent for Business and Finance

JOB GOAL To provide accounting services in the area of finance to all District schools and departments in the most efficient and timely manner.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
 Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

CHIEF ACCOUNT CLERK - PAYROLL (Continued)**PERFORMANCE RESPONSIBILITIES:****CHIEF ACCOUNT CLERK - PAYROLL****Service Delivery**

- * (1) Distribute payroll reports and coordinate the receipt of reports from cost centers.
- * (2) Maintain updated payroll information data files for all employees.
- * (3) Review and approve all payroll processing for balancing individual cost center payroll reports and recalculation of amounts owed to employees.
- * (4) Print all payroll checks and payroll advices for direct deposit.
- * (5) Prepare all payroll summary reports by pay date and maintain official payroll records.
- * (6) Generate invoices to appropriate companies for checks to be written and balance deductions to bills submitted by vendors.
- * (7) Prepare, maintain and distribute, as required, all monthly, quarterly and year-end payroll reports and summaries.
- * (8) Prepare and submit the Annual Cost Report to the state.
- * (9) Enter all deductions and contributions for employees into system and maintain files.
- * (10) Create annual payroll calendar.
- * (11) Distribute all checks as required.

Employee Qualities / Responsibilities

- * (12) Maintain confidentiality regarding all matters related to assignment.
- * (13) Participate in workshops and training sessions as required.
- * (14) Maintain work area in a safe and secure manner.
- * (15) Provide for positive communication among staff.
- * (16) Model and maintain high ethical standards.
- * (17) Follow attendance and proper dress rules as required.

System Support

- * (18) Ensure that School Board policies and government regulations are consistently applied to payroll procedures.
- * (19) Assist and / or direct the investigation of errors and complaints.
- * (20) Assist the Director of Business and Finance with required reports.
- * (21) Serve as the liaison with Internal Revenue Service (IRS) and other agencies regarding confidential matters and court orders.
- (22) Perform other duties as assigned.

*Essential Performance Responsibilities