

**Payroll Support Associate
New Hanover County Schools**

Job Description

Class: Classified
Dept: Transportation

TITLE: Support Associate V (Payroll Operator)

QUALIFICATIONS:

1. High School degree or equivalent. Two year business degree preferred.
2. Extensive, broad experience in an office environment with responsibility for a large variety of complex duties including accounting.
3. Strong computer skills, ability to keep accurate records and work independently.

REPORTS TO: Director of Transportation

JOB GOAL: To process and maintain payroll data timely and accurately.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to the Transportation Department.
2. Serve as Transportation payroll operator and liaison between staff and central office payroll associates with duties as outlined in the Administrative Payroll Manual.
3. Verify timesheets for approximately 250 transportation employees.
4. Maintain appropriate backups and system security for financial records.
5. Maintain leave records for all Transportation employees.
6. Notify central office payroll and Human Resources of an employee's personnel status change.
7. Enter all work hours and absences into payroll interface system.
8. Generate reports for department staff and the Director as needed.
9. Perform related duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 64

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate understanding of timesheets and FLSA.
- Ability to keep accurate records and generate reports.
- Ability to perform timesheet calculations and analysis.
- Demonstrate functional computer skills (spreadsheets and data entry).
- Possesses effective communication skills.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.