

ST TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana
Job Description

TITLE: Assistant Supervisor of Payroll Services (FLSA Status: Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. Citizen or an authorized alien
2. A bachelor's degree in Accounting or Business Administration from an accredited four (4) year college or university.
3. Three (3) years of experience involving payroll as the major duty. Experience involving payroll as the major duty may be substituted for the required college training on the basis of one (1) year of experience for two (2) years of college. College graduation with major work in Accounting or Business Administration or closely related fields may be substituted for one (1) year of the required experience.

REPORTS TO: Supervisor of Payroll Services

JOB SUMMARY:

Under direction of the Payroll Supervisor, assists with the full range of complex duties necessary to ensure timely processing and verification of all payrolls and state retirement reporting. Assists in developing goals and objectives designed to provide efficient operation of all assignments and makes day-to-day decisions within the department. Additionally, this position assists team members with resolving errors or responding to inquiries.

Work is performed in accordance with established policies and procedures of the Board and the laws and regulations of the State.

Work requires the exercise of initiative in responding to and adjusting problem situations and interpreting and applying payroll operating procedures to varied work problems.

ESSENTIAL JOB FUNCTIONS:

1. Serves as the primary back up in the absence of the Supervisor of Payroll Services.
2. Assists with payroll processing.
3. Conducts reviews of all employee pay as directed.
4. Prepares monthly employer and employee retirement contributions and reports to the four retirement systems.
5. Prepares all annual Medicaid reimbursement reports
6. Reviews and approves all retirement agency certifications
7. Reviews and approves all employment verification requests from third parties.
8. Responds to and implements all employee garnishments.
9. Responds to external audit requests as directed.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Performs any other duties as may be assigned

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting throughout the shift.
4. Must tolerate periods of walking throughout the shift
5. Must on occasions lift and carry file boxes, books, manuals, catalogues, files, records, etc.
6. Must be able to bend and stoop in performing job duties.
7. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manuals, picking up objects, filing, typing, shredding and computer runs.
8. Must be able to handle numerous duties:
 - A. Fine Motor Skills
 - 1) Adding machine
 - 2) Computer
 - 3) Writing out forms
 - B. Grasping
 - 1) Manuals
 - 2) Boxes
 - 3) Journals

TERMS OF EMPLOYMENT: Twelve (12) months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number