

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**  
**Job Description**

**TITLE:** Accountant II (FLSA Status: Non-Exempt)

- MINIMUM QUALIFICATIONS:**
1. U. S. Citizen or authorized alien.
  2. A college degree with 12 semester hours in accounting
  3. Full-time paid experience in which payroll processing was the major duty may be substituted for the college training on a year for year basis. Business college or trade school training as specified above may be substituted for a maximum of one (1) year of college training.

**REPORTS TO:** Supervisor of Payroll Services

**JOB SUMMARY:**

This position is responsible for the accurate paying of all employees on a timely basis.

Positions allocated in this class involve a level of responsibility and activity measured by funding level, funding sources, responsibility level, responsibility diversity, system diversity, personnel supervised and interaction with other authority. These factors vary among positions according to Board requirements and work organization. Guides for the application of these factors are in the performance responsibilities.

Work is performed in accordance with basic payroll practices, procedures, principles and theory, in accordance with laws, rules and regulations for the payment of all employees in accordance with the policies and procedures of the Board. General supervision is received from an accounting officer of higher grade or other administrative official. of the Board. Work is reviewed on the basis of results. Supervision is exercised over the other clerical personnel in the Payroll Department.

Positions allocated in this class differ from Accountants I by the complexity and difficulty of the demands of timely and accurate payroll processing

**ESSENTIAL JOB FUNCTIONS:**

1. Meets all deadlines required to pay employees.
2. Coordinates the processing of the payroll function by assigning duties to the payroll/account clerks.
3. Maintains the information in the Payroll Master File.
4. Works with the Data Processing Department to verify that salary schedules are property updated, and that all employees are placed on the proper step within their pay grades.
5. Supervises the completion of all monthly Payroll withholding reports.
6. Prepares the monthly retirement report.
7. Provides the Retirement Systems with information on retiring employees.
8. Verifies that employee payroll information is properly updated.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Various other duties as assigned by the Supervisor of Payroll Services.

**PHYSICAL DEMANDS:**

1. Possesses physical skills and stamina to perform job responsibilities.
2. Must tolerate constant periods of sitting while operating from the computer keyboard.
3. Must be able to use hand and finger activities to handle or feel objects, and use tools or controls such as a calculator.
4. Must be able to stand, walk, stoop or work from a bending position in performing job duties.
5. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manual computer runs, files, manuals, books, etc.
6. Must on occasion run, load, and unload form equipment.
7. Must be able to lift equipment, forms, and boxes.

**TERMS OF EMPLOYMENT:** 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.

**The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.**

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed and Agreed to by:** \_\_\_\_\_  
(Incumbent)

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Incumbent's Name (Please Print)

\_\_\_\_\_  
Employee Identification Number

Original- Human Resources Department

Copy - Supervisor

Copy - Employee