

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Payroll Accountant (FLSA Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. Citizen or an authorized alien
2. A Bachelor's degree in Accounting or Business Administration with at least two (2) years of work experience in appropriate accounting field or full time experience may be substituted on a year to year basis.

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. Initiates, monitors, and ensures completion of all payroll functions in accordance with established timelines.
2. Knowledge of and ability to train clerks on appropriate procedures, policies, and software.
3. Performs both routine and complex payroll tasks.
4. Directs day to day operations of Payroll clerical personnel.
5. Coordinates information between Human Resources department and external agencies.
6. Manages storage and retention of payroll documents.
7. Oversees daily status of employee updates and attendance in school system software.
8. Calculates end of service payments to ensure compliance with contractual and legal requirements.
9. Performs both routine and complex payroll tasks.

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.

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: _____ **Date:** _____

Incumbent's Name (Please Print)

Original – Human Resources Department
(Rev. 09/2021)

Employee Identification Number

Copy – Supervisor

Copy – Employee