

**ST. MARY'S COUNTY PUBLIC SCHOOLS
NON-CERTIFICATED POSITION DESCRIPTION**

PAYROLL ASSISTANT

POSITION: Payroll Assistant

REPORTS TO: Payroll and Fiscal Systems Coordinator

LOCATION: Division of Fiscal Services & Human Resources

NATURE OF WORK:

The Payroll Assistant is responsible for highly specialized clerical work in support of the school district's Payroll Office. Work includes compiling, verifying, and recording employee payroll data in the payroll system. Work involves responsibility for a broad range of clerical activities essential for the smooth operation of the school system including but not limited to: input of timesheets, accurate calculations, data processing, payroll processing, filing, and the handling of highly confidential employee information. While work may involve general clerical tasks, the management of confidential employee information and accuracy of work product are essential to this position to assist in ensuring compliance with regulations set forth by government agencies such as Internal Revenue Service, Maryland State Retirement Agency, Social Security Administration, and Maryland Department of Education with the handling and reporting of the school district's payroll.

ESSENTIAL FUNCTIONS:

- Assist in carrying out duties associated with the processing of the bi-weekly payroll for all employees using a computerized system;
- Enter and maintain employee payroll transactions and records in the eFinance system;
- Establish work measurement and work product quality controls related to payroll, ensure accuracy and timeliness of work within established time frames;
- Communicate (both verbal and written) with principals, directors, office managers, supervisors, and employees on payroll clarification of submitted documents and respond to payroll inquiries;
- Support the preparation and distribution of W-2's, 1099's, 941 quarterly payroll tax returns, and State Retirement reports;
- Assist in the coordination of the workflow of employee termination orders;
- Create and/or update payroll records in the electronic records management system;
- Maintain accurate filing of payroll records, to include time sheets for audit purposes;
- Greet and assist in-person visitors to the Payroll Office and/or answer incoming phone calls; and
- Perform general clerical work as necessary.

DUTIES AND RESPONSIBILITIES:

- Answer telephone calls and emails;
- Responding to requests for payroll information;
- Greet and assist in-person visitors to the Payroll Office;
- Provide payroll data input and review assistance;
- Perform salary calculations;
- Assist with the organization and accounting for employee timesheets, including required coordination with the school-based staff and the Payroll Office;
- Use programs required to complete assigned work, i.e., Word, Excel, Power Point, Internet browsers, DocStar Eclipse, eFinance, etc.;
- Maintain computer and hard copy files in such manner that ensures easy access to information;

- Regularly scan and create electronic employee payroll records and update as needed to support producing audit documentation immediately upon request;
- Research and provide payroll documentation to external auditors as directed;
- Compile various payroll reports as requested;
- Promptly assist in the response to employees inquiries arising from interpretations of payroll regulations;
- Assist in the data entry and processing of special payroll checks;
- Assist in the preparation, verification and distribution of payroll checks;
- Be familiar with School Board policy and procedures, negotiated agreements, State Statutes, Maryland State Retirement Agency and Federal laws, to assist in monitoring the Payroll Office's compliance;
- Assist in the evaluation of and maintenance of the payroll system's internal controls and procedures, recommend changes as needed to ensure the safeguarding of assets; identify and initiate appropriate accounting procedures to prevent or correct errors or irregularities;
- Assist in the maintenance of accurate payroll files for all school district employees to be used for staffing, negotiations, and budgeting. This would include verifying correct start dates, step and range placement, pay options, deductions, rate of pay, account codes and annual salary;
- Demonstrate courteous and professional treatment of all employees and visitors of SMCPSS;
- Ability to manage multiple tasks; and
- Perform other duties as assigned.

QUALIFICATIONS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary:

- High School diploma or equivalent required;
- 3 years of school secretarial or school system office experience of which at least 1 year of experience must be in maintaining fiscal or payroll records OR an Associate's degree (or higher degree) in Accounting required;
- Passing score on a proficiency exam conducted by SMCPSS (applicants must establish proficiency prior to accepting employment);
- Demonstrated proficiency in the use of Microsoft Suite, required strong knowledge of creating and using formulas in Excel, and preferred proficiency of creating pivot tables;
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position;
- Must be able to work with frequent interruptions, work under deadlines and pressure to meet scheduled and unscheduled deadlines;
- Excellent keyboarding and data entry skills;
- Exemplary communication, interpersonal, and organization skills;
- Ability to make arithmetical computations rapidly and accurately;
- Ability to maintain integrity and confidentiality, and manage sensitive information;
- Ability to interact with the public and SMCPSS staff with diplomacy, poise, a positive attitude, and spirit of cooperation; and
- Ability to manage multiple priorities, multi-task, and to work independently.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP