

**Support Associate VI - Payroll**  
**New Hanover County Schools**

**Job Description**

**Class:**       **Classified**  
**Division:**   **Finance**

**TITLE:**                   **Payroll Support Associate**

**QUALIFICATIONS:**

1. High School Diploma. Associate Degree preferred or equivalent combination of education and experience.
2. Knowledge of payroll processes; ability to key and maintain accurate records and generate reports; ability to perform financial calculations and analysis; strong computer skills; effective communication skills; and the ability to work independently.
3. Five or more years of work experience involving payroll operations in a business or school system preferred.

**REPORTS TO:**           Payroll Supervisor

**JOB GOAL:**             To process and maintain payroll records on a timely and accurate basis.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school finance issues.
2. Set up new/changed employee information in payroll system.
3. Maintain payroll system files related to employee insurance deductions.
4. Process payroll records.
5. Check verification report for accuracy of pay and deductions.
6. Compute and create check records for overtime, annual supplements, longevity and miscellaneous pay.
7. Process payroll adjustment entries for payroll corrections.
8. Manage distribution of all payroll checks.
9. Maintain payroll files.
10. Perform additional duties as assigned by the Payroll Supervisor.

*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 67

**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:**

- Knowledge and understanding of rules and regulations as they apply to school finance.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software and Google Suite.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.