

Lauderdale County Schools
Florence, AL

Job Description

Position: Payroll Specialist

Department: Business Operations
Reports To: CSFO and Assistant Superintendent
FLSA Status: Non-Exempt
Contract Days: 240 days
Salary: Based on the System Salary Schedule
Qualifications:

1. BS degree in related field from an accredited college or university.
2. Minimum: 3 years of Business Office experience

Purpose of Job

To process and manage all payroll activities and absence/time management systems.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Enters payroll data via direct input and via data import from workforce management software.
- Performs regular updates of demographic, salary, leave, and deduction data for all employees.
- Reviews payroll reports for completeness and accuracy.
- Produces, sorts, and distributes payroll checks and direct deposit statements.
- Reviews State and Federal tax reports for accuracy and performs State and Federal tax filings and deposits for each payroll run.
- Produces, reviews and submits quarterly and annual tax reports to State and Federal governments.
- Produces, reviews and distributes reports for accuracy and performs retirement data uploads to Retirement Systems of Alabama.
- Reviews employee payroll deductions and garnishment reports for accuracy.
- Maintain an organized and efficient filing system in support of salaries, payroll adjustments, leave balances and use, tax and deduction information, and all other payroll related forms and documentation.
- Produces and submits demographic and statistical employment data to various agencies of the State and Federal governments when requested.

- Assists in the administration and employee training for timekeeping, leave, and substitute management system.
- Assists newly hired employees in completing all employment related paperwork and trains them in the use of our timekeeping and leave management system.
- Assists CSFO in research and resolution of any discrepancies that may occur in payroll reports, tax reports, and general ledger coding of employee salaries and benefits.
- Receive cross-training from bookkeeping team members via periodic, supervised performance of their assigned job duties as directed.
- Calculates overtime, compensatory time earned/taken and special payments as necessary applying applicable FSLA regulations.
- Receives Personnel Actions via payroll software reflecting new hires, status changes, etc; calculates salary adjustments; processes activity as appropriate.
- Prepares paychecks for all employees and coordinates distribution.
- Provides assistance to auditors by identifying requested information and answering inquiries regarding the payroll operation.
- Attends meetings and conferences as directed.
- Performs such other tasks and assumes such other responsibilities as the CSFO and/or Assistant Superintendent may assign.

Additional Job Functions

Perform other duties as assigned.

Evaluation

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

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or

conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.

Approved May 30, 2018 Board Meeting (#18)