

ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PAYROLL ACCOUNTANT

POSITION: Payroll Accountant
REPORTS TO: Coordinator of Fiscal Services
LOCATION: Department of Fiscal Services

NATURE OF WORK:

This is a skilled professional position responsible for planning, organizing, and controlling all aspects of the school district's payroll functions and integrated database functions. The Payroll Accountant will perform confidential, complex financial, report writing, and database tasks of payroll and the related integration with accounting, personnel budgeting, absence management, and human resources. This includes, but is not limited to, managing every aspect of a comprehensive, centralized payroll system providing a full scope of application support to the general ledger from the payroll database, and the management of the day-to-day payroll processing operations and related accounting entries. Coordinates related requirements of government agencies such as the Internal Revenue Service, Comptroller of Maryland; Commonwealth of Virginia, Maryland State Retirement Agency, Social Security Administration, and Maryland Department of Education with the school district's payroll system.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Interacts with management information systems personnel on a regular basis to develop or modify software programs and applications for payroll processing
- Maintains accurate payroll files for all school district employees to be used for staffing, negotiations, and budgeting
- Performs complex pay calculations, to include calculation of gross and net pay, recognition of taxable vs nontaxable fringe benefits

- Ensures compliance with the Fair Labor Standards Act for the pay of exempt vs nonexempt employees
- Keeps abreast of changes in local, state, and federal laws, changes in Board policy and negotiated contract language as they pertain to payroll functions
- Analyzes and interprets new statutes and rules and maintains compliance
- Ensures compliance with the Federal and State minimum wage rates
- Ensures compliance with both the Maryland Department of Labor overtime calculation regulations and related special rates set by the school district, such as emergency pay
- Answers telephone calls and emails; responding to requests for information
- Analyzes, calculates, and determines appropriate involuntary deductions for wage levies, child support, and garnishments per legal court orders
- Analyzes and performs complex calculations to calculate wage adjustments, in accordance with the multiple options provided in the negotiated employee agreement, for over and/or under payment of wages and ensures appropriate documentation is maintained for audit purposes
- Processes voluntary wage deductions for charitable contributions
- Provides guidance to school district administrators on potential compensable time issues and alternatives for compliance with the Fair Labor Standards Act
- Processes school district approved leaves, resignations, staffing changes, new hires, retroactive salary placements, position control, and personnel budget changes
- Provides payroll training and direction to personnel in various departments and schools
- Resolves inquiries and complaints from employees arising from interpretations of payroll regulations
- Approves issuance of special payroll checks
- Maintains Maryland State Unclaimed Property listing in compliance with regulations and reporting
- Maintains knowledge of Federal and State laws and regulations pertaining to payroll, to include Maryland State Retirement Agency, 403(b) and 457 plans, and negotiated labor contracts
- Maintains 403b and 457 employee contributions to ensure compliance with IRS annual contribution limits
- Prepares W2 wage and tax file, performs analysis on compiled data file to ensure accuracy
- Researches, analyzes, develops, and implements changes to payroll related school district policies and procedures
- Maintains Sick Leave Bank transactions to include input and maintaining approved Sick Leave Bank allotments and absence entries
- Maintains Sick & Safe leave accruals and payouts
- Perform research and prepare various reports and data analytics as requested and to support the reconciliation of payroll general ledger accounts
- Prepares, verifies, and distributes of payroll checks
- Submits remittance amounts for Maryland State Retirement, Federal, and State Tax payments
- Maintains the school district's payroll system to include the correct retirement affiliation, pretax retirement contribution, state, and federal tax information, pay rates, association dues, and employee direct deposit accounts and amounts
- Monitors payroll system compliance with School Board policy and procedures, association contracts, State statutes, Maryland State Retirement Agency, and Federal laws
- Collaborates with the association officers to calculate association dues deductions
- Assesses the payroll system and processing practices for fraud prevention
- Evaluates 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
- Performs other related and non related job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's degree in accounting, business administration, or finance
- Five (5) years of experience managing every aspect of a comprehensive, centralized payroll system, to include setting up multiple pay calendars and importing multiple pay scales and general ledger reconciliations
- One (1) year of experience with data query writing and creating ad-hoc reports to include preparing data files for import or export to/from various applications and the ability to decipher data files
- One (1) year of experience with integrating absence management systems, time and attendance stand alone systems with a payroll system
- One (1) year of experience with providing a full scope of application support to the general ledger from the payroll database
- Current certification as a Certified Payroll Professional or must be able to obtain and maintain certification within two years of hire date
- Passing score on a proficiency exam conducted by SMCPS (applicants must establish proficiency prior to accepting employment)
- 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

Preferred:

- Five (5) years of accounting experience with two (2) years of experience in governmental accounting

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 32.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated: 7.2024