

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

PAYROLL ASSISTANT

POSITION: Payroll Assistant

REPORTS TO: Payroll and Fiscal Systems Coordinator

LOCATION: Division of Fiscal Services

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:

- 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
- 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 Schools
- Possess knowledge of W-2's, 1099's, 941 quarterly payroll tax returns, and State Retirement reports
- Possess knowledge of the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing
- Possess proficient use of Microsoft Suite programs

DUTIES AND RESPONSIBILITIES:

- Answers telephone calls and responds to emails regarding requests for payroll information
- Performs salary calculations
- Makes arithmetical computations rapidly and accurately

- Carries out duties associated with the processing of the bi-weekly payroll for all employees using a computerized system
- Enters and maintains employee payroll transactions and records in the eFinance system
- Assists with the organization and accounting for employee timesheets, including required coordination with the school-based staff and the Payroll Office
- Uses programs required to complete assigned work, i.e., Word, Excel, PowerPoint, Internet browsers, DocStar Eclipse, eFinance, etc
- Scans and creates electronic employee payroll records and updates as needed to support producing audit documentation immediately upon request
- Researches and provides payroll documentation to external auditors as directed;
- Compiles various payroll reports as requested
- Promptly assists in the response to employee inquiries arising from interpretations of payroll regulations
- Assists in the data entry and processing of special payroll checks
- Assists in the preparation, verification and distribution of payroll checks
- Assists 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
- Assists 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
- Demonstrates courteous and professional treatment of all employees and visitors of SMCPs
- Demonstrates proficiency in the use of Microsoft Suite, required strong knowledge of creating and using formulas in Excel, and preferred proficiency of creating pivot tables
- Supports the preparation and distribution of W-2's, 1099's, 941 quarterly payroll tax returns, and State Retirement reports
- Assists in the coordination of the workflow of employee termination orders
- Creates and/or update payroll records in the electronic records management system
- Maintains accurate filing of payroll records, to include time sheets for audit purposes
- Establishes work measurement and work product quality controls related to payroll, ensure accuracy and timeliness of work within established time frames
- Assists in the coordination of the workflow of employee termination orders
- Performs general clerical work as necessary
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School diploma or GED
- Three (3) years of school secretarial or school system office experience of which at least one (1) year of experience must be in maintaining fiscal or payroll records **OR** an Associate degree in accounting
- 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

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 19.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Revised: 07.2024, 5.2025