

**Support VI – Payroll Operator
New Hanover County Schools**

Job Description

Class: Classified
Dept: Purchasing
Div: Finance & Business Solutions

TITLE: Support Associate VI – Payroll Operator

QUALIFICATIONS:

1. High School degree or equivalent.
2. Extensive, broad experience in an office environment with responsibility for a large variety of complex duties.
3. Strong computer and communication skills.

REPORTS TO: Director of Purchasing

JOB GOAL: To assist in the efficient operation of the Purchasing Department for the New Hanover County School System.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all the rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to purchasing issues.
2. Manage all aspects of the NHCS Procurement Card program, including processing requests for and ordering of credit cards, assigning profiles and transaction limits, assist with maintaining and reconciling P-Card transactions, creating statements for all cardholders weekly, assist cardholders with creating P-Card contracts and reconciling contract balances along with the allocation of correct budget codes, and providing training for all P-Card holders. Serve as the primary point of contact with the banking institution.
3. Serve as department payroll operator and liaison between department staff and central payroll associates with duties as outlined in the Administrative Payroll Manual.
4. Manage the Munis Vendor File by creating new vendors, obtaining current IRS Form W-9's, merging duplicate vendors, deleting debarred vendors identified by Federal and State agencies, updating contact information including email, phone, contacts and mailing addresses.
5. Serve as Administrative Assistant to the Director of Purchasing by scheduling department meetings and assisting with composing responses to incoming and

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outgoing correspondence, letters and memorandums for review.

6. Perform other duties and responsibilities as requested by the Director and/or Manager.

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 the 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 the 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.
- Demonstrates functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel and central office staff.
- Ability to work with a high degree of accuracy.
- Strong organizational skills.
- 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.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.