

Ware County School System
Job Description
Classified Personnel

Site:	Central Office
Position Title:	Payroll/Benefits Services
Reports To:	Director of Finance
Work Year:	12 month
FLSA Status:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Primary Function:	Process Payroll, Benefits and leave for all employees of the school system.
Qualifications:	
<input type="checkbox"/> Educational Level:	High School Diploma or its equivalency; accounting or business-related training at the post secondary level OR five or more years experience in payroll or benefits departments preferred.
<input type="checkbox"/> Certification/Licensing:	None
<input type="checkbox"/> Proficiency Skills:	Ability to organize; self motivated; math skills; general knowledge about employee benefits; have an understanding about school accounting; very precise and conscientious
<input type="checkbox"/> Personal Skills:	Pleasant personality and cooperative attitude
<input type="checkbox"/> Physical Skills:	Ability to use computer and electronic calculator; stamina to perform essential duties.
Essential Duties:	
1.	Maintains a pattern of prompt and regular attendance.
2.	Demonstrates appropriate communication skills as applicable for the job.
3.	Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.
4.	Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
5.	Shows initiative and assumes responsibility for all aspects of job responsibilities.
6.	Performs routine duties and tasks with little or no direct supervision.
7.	Limits personal business and phone calls to a minimum during work hours.
8.	Treats all individuals, including students, coworkers, parents, and the public with dignity, respect, and courteousness.
9.	Complies with school, system, state, and federal regulations and policies including the PSC Code of Ethics, as related to job requirements.
10.	Maintains confidentiality of sensitive information and materials.
11.	Maintains a professional appearance as appropriate for job responsibilities.
12.	Exhibits time on task, a flexible, cooperative and hard-working attitude.
13.	Takes direction and guidance from supervisors in a cooperative manner.
14.	Distributes W-2's.
15.	Maintains in database all leave and absence records for all personnel.
16.	Inputs leave for Transportation Dept., School Food Service Dept. and Central Office Staff.
17.	Verifies and checks and when necessary corrects all leave entered by schools for accuracy. Verifies that proper accounts have been charged for substitute pay. Assists school secretaries with any problems pertaining to leave.
18.	Receives all leave requests, verifies personnel leave availability, routes and returns copies to schools.
19.	Maintains database of all the absences and substitutions for payroll.
20.	Maintains monthly reports of used days and available leave.
21.	Makes sure proper funding source is charged for employees professional leave.
22.	Assists in entering all new employees information.
23.	Enters all substitute teachers information.
24.	Explains and assists employees with benefits selections and changes. Assists employees with any problems relating to insurance claims.
25.	Processes employment verifications.
26.	Processes and maintains records for employee garnishment payments monthly.
27.	Calculates employees salaries. Makes changes in computer software to reflect new salaries each year. Changes general ledger numbers when necessary to charge employee's salary to appropriate funding source.
28.	Recalculates employees salaries when necessary. This due to extended absences when leave has been exhausted or when employee receives degree change, etc.
29.	Prints and distributes payroll checks for school system.
30.	Performs all necessary procedures for processing direct deposits for employees. Sets up direct deposit file and transmits it electronically each month.
31.	Sets up electronic file for debiting retirees insurance premiums for dental and life insurance and debits the accounts monthly.

32.	Generates, formats and transmits data files of payroll and benefits information to benefit providers and state reporting agencies. Including coordination of data warehouse information with technology departments. This includes, but is not limited to State Health Benefit file submission, online benefits providers, insurance vendors and financial institutions.
33.	Fills out disability certification claims filed on employees.
34.	Serves as secretary to sick leave bank committee.
35.	Transmits CPI leave to state department.
36.	Performs various related office duties, such as computer entry and filing placing and receiving calls.
37.	Works with Teachers Retirement System on verification of unused sick leave for retiring employees. This includes present and past employees.
38.	<p><u>Important Notes</u></p> <p><u>ESSENTIAL DUTIES</u> Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed—even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. <i>(An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Assistant Superintendent of Personnel Management).</i> It should also be noted the <u>order of performance responsibilities</u> as listed in the job description is not designed or intended to rank duties in any order of importance relative to each other.</p> <p><u>QUALIFICATIONS</u> In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.</p>

I acknowledge the duties of this job and understand the responsibilities required of the position.

Print Employee's Name	Date	Signature of Employee
Print Supervisor/Principal Name	Date	Signature of Supervisor/Principal