

## Finance: Assistant Director for Finance - Payroll

<b><u>Reports to:</u></b>	<b>Assistant Superintendent for Budget and Finance</b>
<b><u>Supervises:</u></b>	<b>Payroll Analysts</b>
<b><u>Term of Employment:</u></b>	<b>12 months</b>
<b><u>Salary:</u></b>	<b>Appropriate Central Office Administrator Salary Schedule</b>
<b><u>FLSA Exempt/Non-Exempt:</u></b>	<b>Exempt</b>

- Qualifications:**
- **Associate degree preferred**
  - **NCASBO Certified School Business Director required**
  - **Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities**

**Essential Job Functions:**

- Prepares and enters data for monthly payroll payments computing proper payment according to employees' status (i.e. 10-month, 11-month, 12-month, full-time or part-time)
- Edits payroll by reviewing data submitted from schools regarding hours and days worked as well as absences
- Maintains employee payroll records, including data such as names, addresses, telephone numbers, retirement numbers, employment anniversary, years of service, deduction information, direct deposit requests, tax forms, sick leave, annual leave, days worked and days paid
- Verifies changes in salaries and employment status as authorized by Department of Human Resources
- Records 12-month pay option for appropriate 10-month employees
- Prepares supplements twice a year for employees
- Understands and implements policies, rules and regulations and laws governing State of North Carolina school payroll
- Assists with upgrading and maintaining salary tables
- Assists with set up of payroll calendar
- Prepares employment verifications
- Processes (prints) checks and/or direct deposits
- Prepares W-2 forms for all employees
- Prepares and submits annual W-2 file to appropriate State and Federal departments
- Resolves monthly audit exceptions according to guidelines from NCDPI Salary and Licensure section and makes any required adjustments through the BUD software system
- Manages personnel allotments to ensure maximum use of funds
- Updates software system control tables
- Supervises payroll analysts
- Completes various local, State and Federal reports and surveys

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- Reconciles monthly Retirement Report to the General Ledger
- Processes non-payroll budget adjustments
- Performs other duties and responsibilities as assigned by supervisor

### **Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment