

Finance: Payroll Analyst

<u>Reports to:</u>	Payroll Manager
<u>Supervises:</u>	None
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Finance/HR I - 63 (without NCASBO certification) Finance/HR II - 67 (with NCASBO certification) or 5+ years of School Payroll experience
<u>FLSA Exempt/Non-Exempt:</u>	Non-Exempt

- Qualifications:**
- **Associate degree preferred**
 - **NCASBO Certified School Business Specialist preferred**
 - **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
- Prepares and processes monthly longevity payrolls
- Maintain absences for Central Office employees and principals
- Maintain Timekeeper timesheets for Central Office classified employees and appropriate comp time balances
- 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, personal 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
- Understand policies, rules and regulations and laws governing State of North Carolina school payroll
- Assists with upgrading and maintaining salary tables
- Assists with the set-up of payroll calendars
- Enters data for employee benefit deductions, including health, life, dental, vision, flexible spending accounts, cancer and disability during open enrollment and for all new employees
- Processes payroll deductions for tax sheltered annuities, garnishments, SECU, United Way and approved professional organizations
- Reconciles monthly deduction registers; submits checks and documentation for payment
- Makes life event changes to deductions as requested by employee (i.e., birth of a child, death, child reaches certain age)
- Maintains employee records for benefit deductions
- Prepares employment verifications
- Prepares monthly school billings for funds due to Moore County Schools
- Prepares monthly retirement report for submission to the North Carolina Retirement System after monthly payrolls are complete
- Prepares monthly/quarterly Affordable Care Act (PPACA) reports to ensure IRS employer mandate regulation compliance
- Assists in school internal audits as necessary
- Maintains and updates AESOP administration and employee profiles. Assists bookkeepers with absences and vacancies for employees and with reporting
- Performs other duties and responsibilities as assigned by supervisor

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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