Longview Independent School District

JOB DESCRIPTION

PAYROLL ACCOUNTANT

JOB TITLE: Payroll Accountant
WAGE/HOUR STATUS: Exempt
REPORTS TO: Assistant Chief Financial Officer
TERMS: 226 Days
DEPARTMENT: Business
PAY GRADE: Administrative 1

PRIMARY PURPOSE:

The job of Payroll Accountant was established for the purpose/s of providing support to department activities with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, and funds distribution; responding to inquiries and/or requests for data and/or reports; providing timely and accurate payroll production; and directing assigned employees and other duties as assigned.

QUALIFICATIONS:

Education/Certification/License:

Bachelor’s degree with an accounting major from an accredited college or university
Certified Public Accountant (CPA) license, preferred

Special Knowledge and Skills:

- Thorough knowledge of principles and practices of accounting
- Thorough knowledge of federal, state, and local requirements for accounting and reporting use of program and grant funds
- Ability to understand and apply technical information
- Ability to perform computer operation functions for extended periods of time
- Ability to adhere to rigid timelines and exacting procedures for reporting
- Ability to establish and maintain effective working relationships with staff, grant managers, auditors, federal, state, and district financial officials
- Ability to communicate effectively, both orally and in writing
QUALIFICATIONS: (continued)

Experience:

Extensive experience in accounting, including experience in school district accounting, financial reporting, budgeting, and proficiency in the use of personal computers using Lotus, Excel, and Word, or any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit

2. Assists in developing reporting processes, procedures, and internal controls for the purpose of maintaining the efficient flow of financial processes

3. Assists in implementing accounting procedures for the purpose of providing internal financial controls throughout the district and ensuring compliance with established accounting practices and all applicable regulatory requirements

4. Compiles statistical and payroll data from a variety of sources (e.g. time sheets/payroll, salary adjustments, longevity pay, union dues, benefits, leave balances, tax deposits, etc.) for the purpose of providing summaries to other personnel and/or ensuring compliance with established guidelines

5. Coordinates the data-processing system for payroll for the purpose of ensuring the system is operating efficiently, effectively and accurately

6. Monitors assigned payroll activities and/or program components (e.g. County, State, and Federal agencies, tax laws, FMLA, etc.) for the purpose of ensuring compliance with established financial, legal and/or administrative requirements

7. Prepares a variety of payroll related documents (e.g. invoices for overpayments, special pay from schools, retirement plan transfers, ACH transfers, voluntary and involuntary contributions, SUTA, W-2 controls, worker’s compensation checks, budget, risk management, verification of employment and salary, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information

8. Comply with district policies, as well as state and federal laws and regulations
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

9. Adhere to the district's safety policies and procedures

10. Maintain confidentiality in the conduct of district business

11. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

12. Demonstrate regular and prompt attendance

13. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.
EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board’s policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ________________________________

Signature: ________________________________ Date: __________

ESTABLISHED/REVISED: April, 2018