

South Pike School District Payroll Accountant

Title:	Payroll Accountant
Qualifications:	Bachelor's degree from Accredited University, other experience deemed necessary by Hiring Authority
Reports To:	Superintendent of Education, the Assistant Superintendent, or Business Manager
Job Goal	To process and accurately maintain all payroll records for the school district.

Mission and Goals

- Works with the Business Manager and those involved to articulate and promote the school systems' vision of teaching and educating the next generation of young people.

Performance Responsibilities

- Process payroll data for all school district employees and maintain accurate up to date files of all payroll information.
- Maintain sick and personal leave records and attendance reports for all district employees
- Calculate all substitute teacher pay monthly and keys information to the payroll software
- Calculate over time and deduction for each employee to ensure compliance with FLSA
- Maintain and review weekly time sheets for all hourly employees.
- Print missed punch and absentee reports
- Prepares, verifies and distributes payroll checks
- Process and respond to all garnishments
- Distributes all payroll deductions for insurances, garnishments, etc.
- Reconciles monthly billings for all deductions to payroll withholding including numerous insurances, retirement, deferred comp, federal and state withholdings, etc.

- Prepares monthly, quarterly and annual payroll reports including 941's, W-2's, 1095's, etc.
- Update and produce pay scales (hourly employees, coaching supplements, etc.)
- Create Payroll deadlines and District Accounting Calendars each year
- Prepare all employee contracts
- Acts as a troubleshooter and liaison between school district and insurance companies
- Serve as an Insurance Committee Member
- Maintains COBRA and HIPPA compliance with documentation
- FMLA compliance—Initial Notice, Notice of Medical Certification; Notice when Medical Certification is not received; Notice of Expiration of Leave; Non certified employees leave documentation
- Answers all questions regarding employee accidents and procedures and workers' compensation reporting, investigations and compliance, etc.
- Process and maintain unemployment reporting, responses, telephone hearings, appeals, etc.
- Notifies employee of changes in benefits programs
- Prepares and maintains MESC records and other duties related to the administration of unemployment compensation claims and benefits and appeals
- Records new or changed payroll rates in computer
- Computes pay according to District policy
- Verify employment for creditors, housing authorities, etc, as needed.
- Assist employees through the retirement process and paperwork completion
- Provide documentation to multiple auditors (PERS, WC, MDES, Yearly Financial Audits, etc.
- Process reports based on specific needs such as fund reports, outsourcing comparisons, liability insurance comparisons, etc.

NOTE: The Payroll Accountant/Assistant Business Manager is responsible for current responsibilities along with all of the responsibilities of the Business Manager.

Terms of Employment: Twelve months a year. Salary and work year will be established by the Board of Education

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board’s policy on Evaluation of Professional Personnel.

Payroll Accountant Signature_____