

JOB TITLE
PAYROLL PROGRAM ASSISTANT

DIVISION
ADMINISTRATION

REPORTS TO
DESIGNATED COORDINATOR

SALARY SCHEDULE & GRADE
I I, GRADE 5

LENGTH OF WORK YEAR
260 DAYS

DATE
SEPTEMBER 13, 2010

SCOPE OF RESPONSIBILITIES

Assumes responsibility for general implementation and maintenance of payroll programs; maintains security permissions for the payroll system; maintains payroll auxiliary tables; monitors and audits payroll programs and processes; develops and implements training programs; verifies payroll calculations for accuracy.

PERFORMANCE RESPONSIBILITIES

1. Implements and maintains payroll processing programs as related to the payroll system, time reporting, health insurance, retirement and vendor processing.
2. Responsible for auditing and verifying payroll calculations for compliance with district, state, local and federal requirements.
3. Maintains payroll security for access to the payroll system and maintains auxiliary tables for payroll deductions and pay types.
4. Develops and implements training manuals for documenting payroll processes and procedures.
5. Supervises payroll edit reports to ensure the accuracy of payroll calculations and identifies new edit procedures as needed.
6. Trains and evaluates the performance of clerical payroll personnel.
7. Assists with fiscal and calendar year-end closing to meet required deadlines.
8. Works with internal and external auditors to compile documentation needed for the annual audit of payroll data.
9. Performs complex research and payroll reconciliations.
10. Performs other duties as assigned by the designated coordinator.

PHYSICAL DEMANDS

The work is primary sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Three (3) years successful accounting or payroll experience
3. Successful system implementation experience
4. Ability to maintain accurate records and meet established deadlines

DESIRABLE QUALIFICATIONS

1. One (1) year successful management experience.
2. Ability to work well in a team situation

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