

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
CLASSIFIED JOB DESCRIPTION**

Job Title: Payroll Officer

Department: Business Affairs

**Grade J
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: October 2022

Reports To: Payroll Manager

Purpose of Job

The purpose of this job is to perform administrative/financial functions in a centralized payroll operation for a county wide school system using knowledge of accounting principles and practices. Duties and responsibilities include auditing timekeeping records, processing payroll activities; calculating appropriate payroll income/deductions; balancing accounts; verifying and calculating garnishments and handling other aspects related to accurate processing of School System payroll.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Audits time and attendance records via time and attendance software including leave taken; reviews for accuracy and proper authorizations; calculates and ensures payment of all documented earnings, less authorized and required deductions.

Maintains knowledge of Wage and Hour Laws, in order to calculate overtime, compensatory time earned/taken and special payments, as necessary, applying applicable FSLA regulations. Understands proper taxation of employer paid benefits.

Reviews for accuracy Personnel Actions received via payroll software and communicates as necessary with Human Resources Department to ensure the integrity of the Payroll data with regard to new hires, status changes, etc.;

Understands and is aware of 30 different calendars and the implication of each calendar in the proper calculation of the employee’s pay.

Calculates salary adjustments, retroactive pay adjustments, terminations, transfers, and rate changes based on a variety of variables to include employee’s calendar, salary table and employee’s pay status. Prepares paychecks for all employees and coordinates distribution.

Performs intricate math calculations for all exempt employees less than 260 days who do not work their full contract period. Makes judgements and decisions regarding how to allocate the pay for the pay periods.

Maintains employee status changes in the time and attendance software to ensure accuracy for processing the time and attendance records.

Performs calculations and prioritization of garnishments in compliance with garnishment order and applicable state/federal regulations, and processes payment.

Prepares and balances bank deposits and/or wire transfers for Direct Deposit, Regular Payroll and Payroll Taxes; and retirement.

Functions as liaison between employees (currently 5700 plus) and approximately 1100 banks to establish direct deposit accounts and address deposit issues if necessary.

Prepares all payroll entries required to process voided checks and replacement checks and reallocates labor and benefit accounts for employee transfers.

Prepares all payroll entries required to refund pre-tax payroll deductions and processes refund check.

Responsible for processing payroll portion of retirement application for submission to Tennessee Consolidated Retirement System by verifying sick leave hours as of date of application, calculating estimated pay for the remainder of service time and computing total pay for that fiscal year .

Processes deductions for over 650+ Classified employees electing to deduct a fixed dollar amount from their paychecks, to be distributed during July and August. Processes payments for July and August or upon employee termination. Reconciles liability account for summer distribution in the general ledger and makes adjustments as necessary.

Balances and prepares monthly and quarterly federal and/or state payroll reports and submits in a timely manner.

Utilizes district technologies and various software programs appropriate to the position.

Receives reports/forms; reviews/compares data for accuracy.

Researches and resolves questions from managers and employees (5700 + current employees) regarding earnings, leave balances, garnishments, deductions and other salary/benefit related issues.

Analyzes leave accruals and leave usage for sick, annual, personal, compensatory leave and sick leave bank, for employees taking a leave of absence. Counsels faculty who may be taking a leave of absence or who may be terminating employment, to offer possible options for their disbursement of pay using the FMLA rules and regulations to meet their financial needs.

Maintains professional and technical knowledge by attending educational workshops.

Provides training on the Time & Attendance software as needed.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Two years of college with a minimum of 12 semester hours in accounting, with three or more years of experience in payroll in a medium to large organization. Additional years of payroll experience may be substituted for each year of the college requirement; or a Bachelor's degree with 24 semester hours in accounting coursework and one year of payroll experience in a medium to large organization.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and Business Office practices as they pertain to the performance of duties relating to the job of Payroll Officer. Has considerable knowledge of Business Office practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 10 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;

- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date