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|  | **JOB TITLE** | PAYROLL OFFICER |
| **REPORTS TO** | CHIEF FINANCIAL OFFICER |
| **SALARY SCHEDULE/GRADE** | BUSINESS SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 7.5 HOURS PER DAY |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 7191 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. |
| Bachelor’s Degree in Business or a related area preferred. |
| Five years of experience in payroll processing or benefits administration required. |

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| **POSITION SUMMARY** |
| Assume responsibility for implementing maintaining payroll systems across the District; perform complex and responsible payroll duties requiring knowledge of both classified and certified payrolls; provides payroll training to personnel as needed. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Assist in the review of payroll systems and procedures, recommend method improvements and implement changes as approved. |
| Process payroll and related records for District payrolls; compute hours and pay of employees for each payroll period; compute and summarizes deductions such as withholding tax and retirement; maintains records of deduction. |
| Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary. |
| Respond to questions or complaints from employees regarding interpretation of laws, rules, regulations, contracts and other documents governing District payroll, assist employees in completing necessary payroll documentation forms. |
| Maintain records of individual earnings, deductions and related data; process resignations and terminations as appropriate; verify documents for proper account codes, pay rates and related data. |
| Process the payroll-related sections of various employment verification forms; verify salaries by phone in accordance with related laws and District policies and procedures. |
| Supervise the preparation of federal, state, city, and county tax returns including the preparation of FICA, occupational tax reports and oversee the preparation of annual income tax statements. |
| Prepare and submit the Federal Reimbursement File monthly. |
| Oversee employee garnishment files and collections according to state and federal law. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance. |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Knowledge and or experience of W2 preparation, 941s, and tax withholding laws. |
| Knowledge of principles and techniques involved in payroll preparation, monitoring, and control. |
| Ability to interpret, apply and explain rules, regulations, policies and procedures. |
| Strong organizational skills and proven ability to communicate effectively orally and in writing. |
| High detail orientation; self-directed and self-motivated; able to work in a fast paced environment. |
| Skills in problem solving and decision making. |

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| **PHYSICAL DEMANDS** |
| Inside work with no exposure to weather conditions. |
| Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time. |