

**POWELL COUNTY SCHOOLS  
JOB DESCRIPTION**

**POSITION TITLE:** Payroll Officer

**REPORTS TO:** Director of Human Resources

**BASIC FUNCTION:**

Perform complex and responsible payroll duties requiring knowledge of both classified and certified payrolls; provide training and work direction to Payroll Assistants and other personnel as assigned.

**REPRESENTATIVE DUTIES:** The terms of employment are designated by the contract.

- Provide training, guidance, and work direction to Payroll Clerk I incumbents and other temporary personnel as assigned to the payroll unit.
- Assist in the review of payroll systems and procedures; recommend method improvements and implement changes as approved.
- Process payroll and related records for assigned major payroll of the District; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholdings tax, retirement, insurance and maintain records of deductions; verify and input data.
- Monitor changes in payroll-related data; prepare changes, corrections, or adjustments as necessary; notify proper authorities.
- Compute annual vacation and sick leave allowances and payroll distribution; communicate with District and site personnel regarding time reports, warrants, insurance coverage and leave time.
- 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.
- Process and record specialized payroll services including Worker's Compensation, retroactive pay, voluntary deductions, and other related services.
- Calculate and prepare annual salary and budget projections for categorical programs as assigned.
- Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related services.
- Sort and distribute paychecks and warrants according to established procedures and guidelines.
- Prepare and maintain files of records and documents relating to work performed; prepare special reports.
- Process the payroll- related sections of various employment verification forms; verify salaries by phone in accordance with related laws and District policies and procedures.
- Operate standard office equipment including a computer terminal as required.

- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

- Payroll Officer is assigned lead duties and provides training, guidance and work direction to assigned staff. The incumbent is assigned more difficult or complex duties. Payroll Officer incumbents are assigned payroll duties for specific payrolls such as classified and certified payrolls.

**KNOWLEDGE OF:**

- Principles and techniques involved in both classified and certified payroll preparation, monitoring, and control.
- Financial record-keeping principles and procedures.
- Modern office practices, procedures, and equipment.
- District organization, operations, policies, and objectives.
- Applicable State requirements and other applicable laws.
- Interpersonal skills using tact, patience, and courtesy
- Telephone techniques and etiquette
- Operation of a computer terminal and other office equipment
- Tax withholding, voluntary deduction, garnishments and fringe benefits
- Oral and written communication skills

**ABILITY TO:**

- Perform complex and responsible payroll duties with a high degree of skill and accuracy.
- Read, interpret, apply and explain rules, regulations, policies, and procedures
- Process payroll and related records for classified and certified payrolls
- Train and provide work direction to others
- Deal tactfully and effectively with irate employees
- Add, subtract, multiply, and divide quickly and accurately
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Complete work with many interruptions
- Type at an acceptable rate of speed
- Maintain records and prepare reports
- Understand and follow oral and written directions
- Plan and organize work
- Operate standard office equipment including a computer terminal as required

**PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting , crawling, climbing, reaching

- Requires the ability to lift, carry, push or pull light weights

**EVALUATION:** Annual development of Professional Growth Plan. Annual evaluation of job performance by supervisor.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, GED Certificate or demonstration progress toward obtaining a GED as required by Kentucky law and two years of payroll accounting experience.

<b>Most recent approval by the Powell County Board of Education</b>	<b>Date:</b>
<b>Printed name of employee receiving job description.</b>	
<b>Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.</b>	
<b>Employee Signature:</b>	<b>Date:</b>